ETS *Criterion*®

INSTRUCTOR USER MANUAL / HELP SECTION – ngCriterion
***Criterion*® Online Writing Evaluation**
June 2013

Chrystal Anderson

REVISED SEPTEMBER 2014

ANNA LITZ

TABLE OF CONTENTS

1.0 INTRODUCTION 3

2.0 GETTING STARTED 3

2.1 CREATE A USER ACCOUNT 3
2.2 SIGN IN 5
2.2.1 Forgot User Name 6
2.2.2 Forgot Password 7
2.3 HOME PAGE 7
2.3.1 Links 8
2.3.2 Name and Role 8
2.3.2.1 Update User Account 9
2.3.4 Enter Access Code 9

3.0 INSTRUCTOR ACTIVITIES 12

3.1 CLASSES 12
3.2 UNDERSTANDING THE CLASSES SECTION OF YOUR HOME PAGE 13
3.2.1 View 13
3.2.1.1 View - Activity Tab 15
3.2.1.2 View – Assignments Tab 15
3.2.1.2.1 Add an Assignment 16
3.2.1.2.2 Edit an Assignment 21
3.2.1.2.3 Copy an Assignment 23
3.2.1.2.4 Delete an Assignment 24
3.2.1.3 View – Roster Tab 25
3.2.1.3.1 View Roster Icon 26
3.2.1.3.2 Edit Icon 27
3.2.1.3.3 Email Student Icon 28
3.2.1.3.4 Access Code Icon 29
3.2.1.3.5 Reset Access Code Icon 31
3.2.1.3.6 Connect Student Icon 31
3.2.1.3.8 Add Student Icon 34
3.2.1.4 View – Reports Tab 37
3.2.2 Add a Class 38
3.2.3 Edit a Class 39
3.2.4 Create an Announcement 39
3.2.5 Provide a Class Access Code 41
3.2.6 Reset an Access Code 44
3.2.7 Connect 44
3.2.8 Disconnect Instructor 45

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1.0 INTRODUCTION

Welcome to the ***Criterion***® Online Writing Evaluation Service. This manual contains a step-by-step overview of all essential functions provided by ***Criterion***®.

The first time you use the *Criterion*® service, you will be required to register as a user. To do this you will need the **Access Code** provided to you by your Administrator or Instructor.

You will have only a single User Name and Password, even if you use ***Criterion***® in more than one role (e.g.as an administrator, an instructor, and a student.)

Links to your ***Home*** page, ***Client Services***, ***Resources***, and online ***Help*** are available on every page after you sign in.

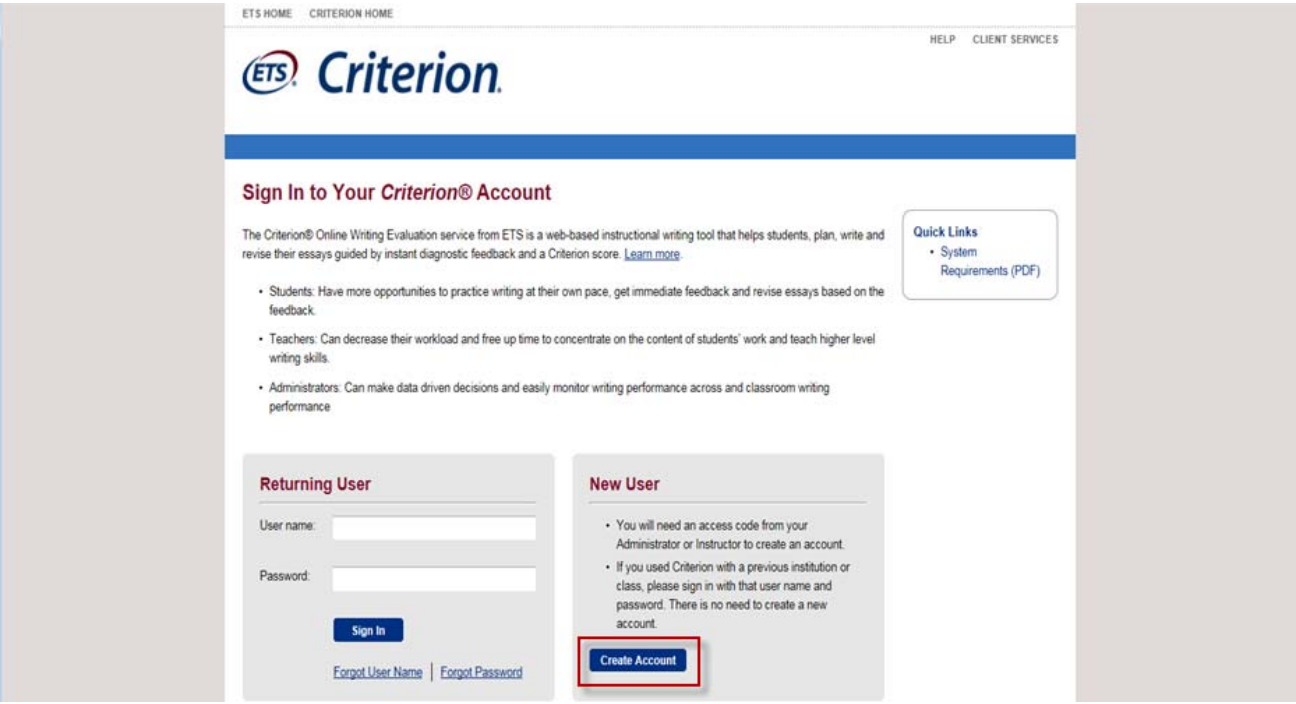
If you need assistance with the ***Criterion***® ***Online Writing Evaluation*** service, please send an email to criterionsupport@ets.org or call 1.877.909.6442.

2.0 GETTING STARTED

2.1 Create a User Account

Use the following URL to access the ***Criterion***® Log in page**:** http://criterion.ets.org.

1. In the ***New User*** field on the ***Criterion***® Log in page, click on the **Create Account** link.


ETS HOME
CRITERION HOME
HELP
CLIENT SERVICES
Criterion
Sign In to Your Criterion® Account
The Criterion® Online Writing Evaluation service from ETS is a web-based instructional writing tool that helps students, plan, write and revise their essays guided by instant diagnostic feedback and a Criterion score. Learn more.
Quick Links
System Requirements (PDF)
Students: Have more opportunities to practice writing at their own pace, get immediate feedback and revise essays based on the feedback.
Teachers: Can decrease their workload and free up time to concentrate on the content of students' work and teach higher level writing skills.
Administrators: Can make data driven decisions and easily monitor writing performance across and classroom writing performance
Returning User
User name:
Password:
Sign In
Forgot User Name
Forgot Password
New User
You will need an access code from your Administrator or Instructor to create an account.
If you used Criterion with a previous institution or class, please sign in with that user name and password. There is no need to create a new account.
Create Account

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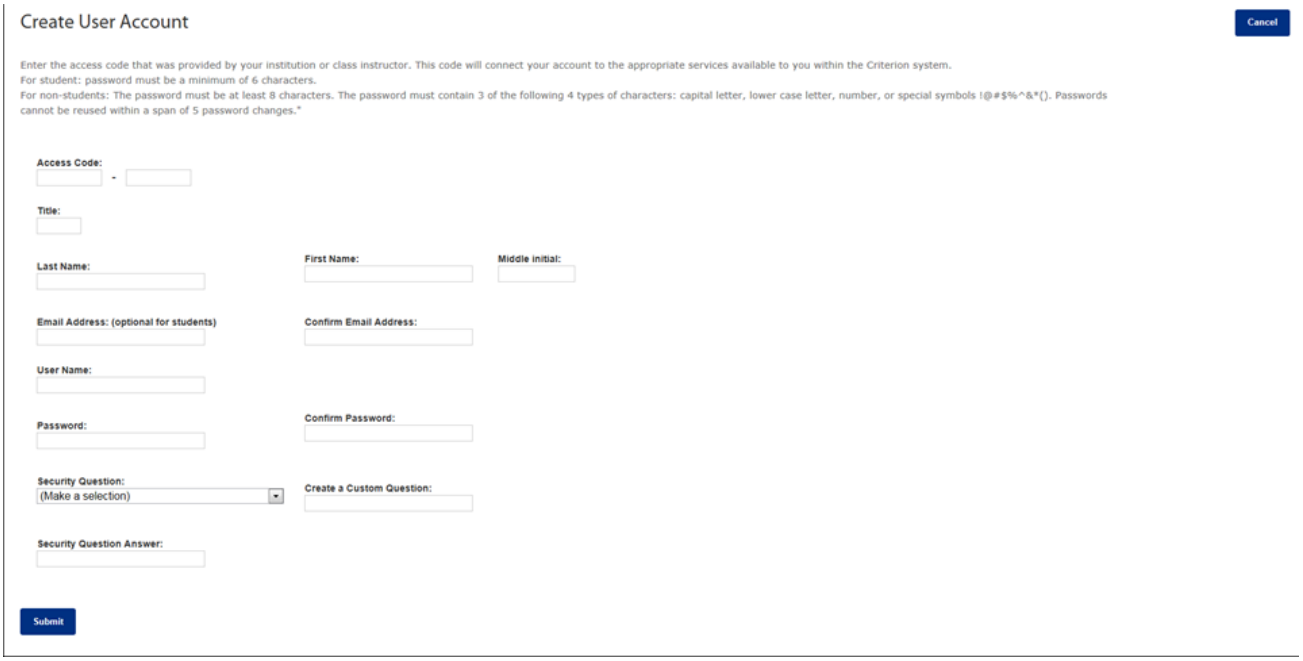
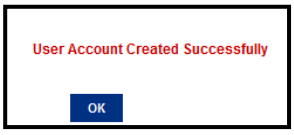
2. In the ***Criterion***® ***"Create User Account"*** screen, enter the information in the fields provided.


Create User Account
Cancel
Enter the access code that was provided by your institution or class instructor. This code will connect your account to the appropriate services available to you within the Criterion system.
For student: password must be a minimum of 6 characters.
For non-students: The password must be at least 8 characters. The password must contain 3 of the following 4 types of characters: capital letter, lower case letter, number, or special symbols !@#$%^&*(). Passwords cannot be reused within a span of 5 password changes.*
Access Code:
Title:
Last Name:
First Name:
Middle initial:
Email Address: (optional for students)
Confirm Email Address:
User Name:
Password:
Confirm Password:
Security Question:
(Make a selection)
Create a Custom Question:
Security Question Answer:
Submit

- **Access Code**: This will be provided to you by your Instructor or Administrator.
- **Title**: This is optional.
- **Last Name, First Name, Middle Initial**
- **Email Address**
- **User Name**: This is the name by which you will be known in the ***Criterion***® system (for example, *an instructor*).
- **Password**: All users MUST follow the complexity requirements for creating a password. These requirements are listed on the ***Create User Account*** screen.
- **Security Question and Answer**: You can use the drop-down menu to select from a set of security questions **OR** you can create your own custom question/answer.

3. Click **<Submit>.** The following message will be displayed on the screen:



4. Click **<OK>.** You will return to the ***Criterion***® Log in page to sign in with your new user information.

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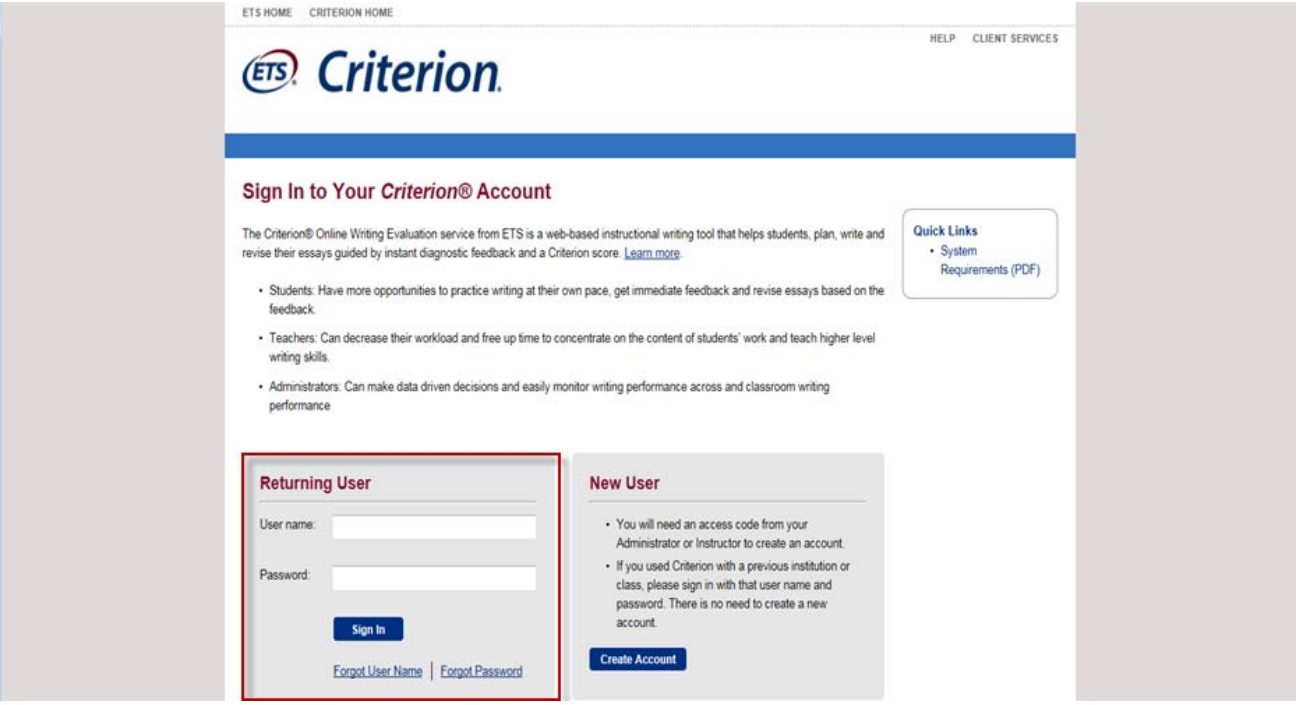
2.2 Sign In

1. In the ***Criterion***® Log in page, go to the ***Returning User*** section (shown below).


ETS HOME
CRITERION HOME
HELP
CLIENT SERVICES
Criterion
Sign In to Your Criterion® Account
The Criterion® Online Writing Evaluation service from ETS is a web-based instructional writing tool that helps students, plan, write and revise their essays guided by instant diagnostic feedback and a Criterion score. Learn more.
• Students: Have more opportunities to practice writing at their own pace, get immediate feedback and revise essays based on the feedback.
• Teachers: Can decrease their workload and free up time to concentrate on the content of students' work and teach higher level writing skills.
• Administrators: Can make data driven decisions and easily monitor writing performance across and classroom writing performance
Quick Links
• System Requirements (PDF)
Returning User
User name:
Password:
Sign In
Forgot User Name | Forgot Password
New User
• You will need an access code from your Administrator or Instructor to create an account.
• If you used Criterion with a previous institution or class, please sign in with that user name and password. There is no need to create a new account.
Create Account

2. In the appropriate fields, enter the User Name and the Password you created.
3. Click on the **<Sign In>** button.
4. Your ***Criterion***® ***Home*** page will appear.

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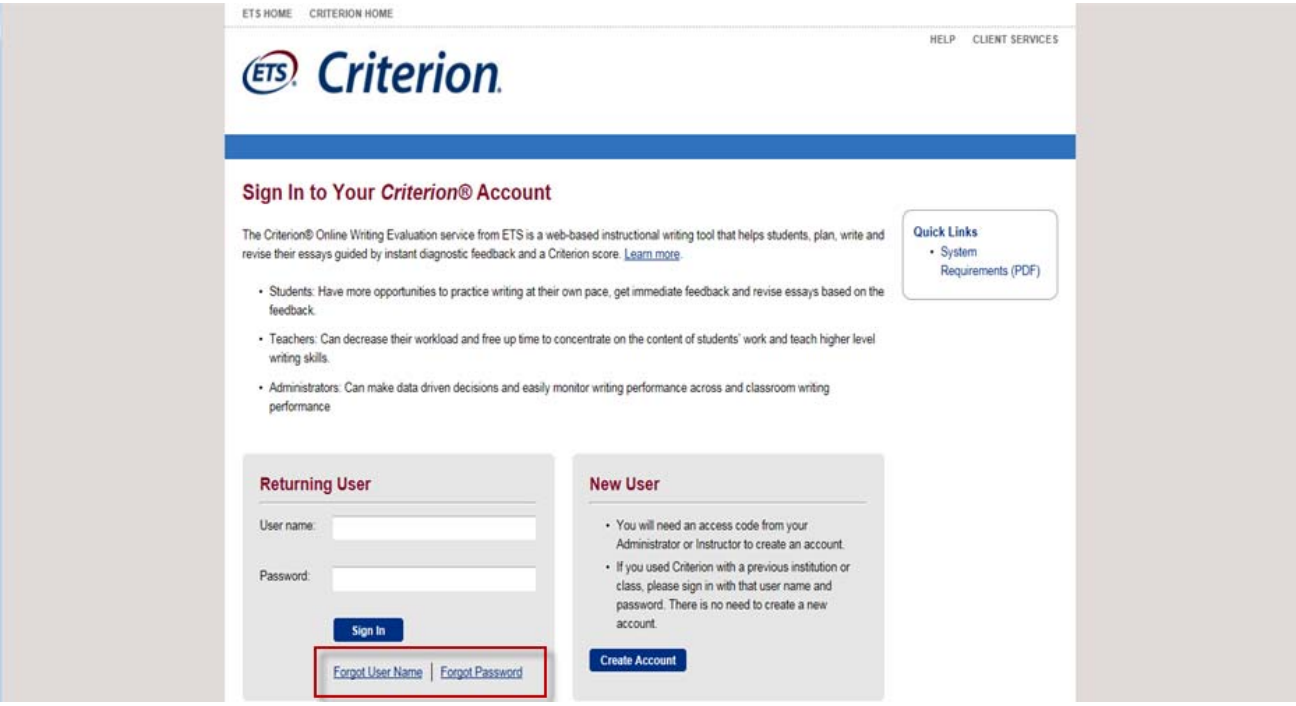
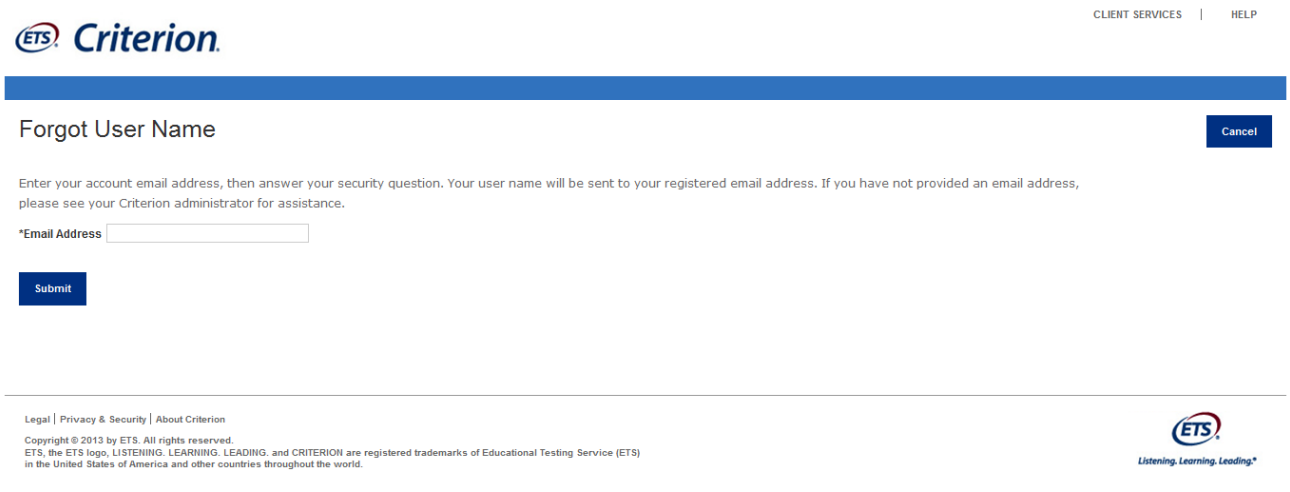
2.2.1 Forgot User Name

1. In the ***Criterion***® *Log in* page, go to the ***Returning User*** section and click on the **Forgot User Name** link (see below).


ETS HOME
CRITERION HOME
HELP
CLIENT SERVICES
Criterion
Sign In to Your Criterion® Account
The Criterion® Online Writing Evaluation service from ETS is a web-based instructional writing tool that helps students, plan, write and revise their essays guided by instant diagnostic feedback and a Criterion score. Learn more.
• Students: Have more opportunities to practice writing at their own pace, get immediate feedback and revise essays based on the feedback.
• Teachers: Can decrease their workload and free up time to concentrate on the content of students' work and teach higher level writing skills.
• Administrators: Can make data driven decisions and easily monitor writing performance across and classroom writing performance
Quick Links
• System Requirements (PDF)
Returning User
User name:
Password:
Sign In
Forgot User Name | Forgot Password
New User
• You will need an access code from your Administrator or Instructor to create an account.
• If you used Criterion with a previous institution or class, please sign in with that user name and password. There is no need to create a new account.
Create Account

2. In the ***Forgot User Name*** screen that appears (see below), enter your email address.


CLIENT SERVICES | HELP
Criterion
Forgot User Name
Cancel
Enter your account email address, then answer your security question. Your user name will be sent to your registered email address. If you have not provided an email address, please see your Criterion administrator for assistance.
*Email Address
Submit
Legal | Privacy & Security | About Criterion
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3. Click **<Submit>**. Your user name will be sent to you. If you have not provided an email address, please contact your ***Criterion***® administrator for assistance.

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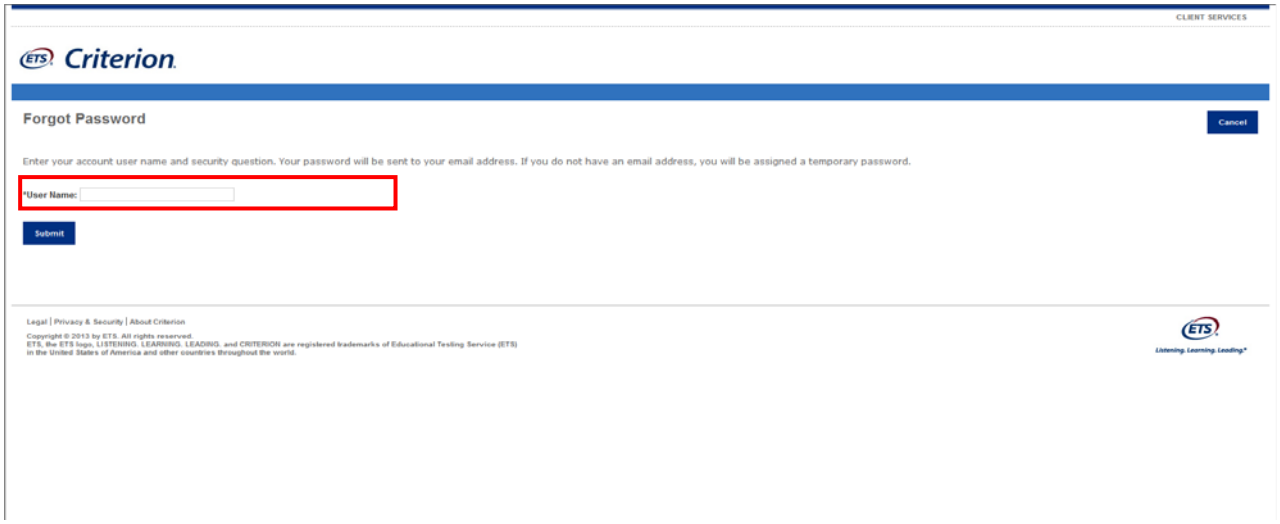
2.2.2 Forgot Password

1. In the ***Criterion***® *Log in* page, go to the ***Returning User*** *section* and click on the **Forgot Password** link.
2. In the ***Forgot Password*** screen that appears, enter your user name and click **<Submit>**.


CLIENT SERVICES
Criterion
Forgot Password
Cancel
Enter your account user name and security question. Your password will be sent to your email address. If you do not have an email address, you will be assigned a temporary password.
*User Name:
Submit
Legal | Privacy & Security | About Criterion
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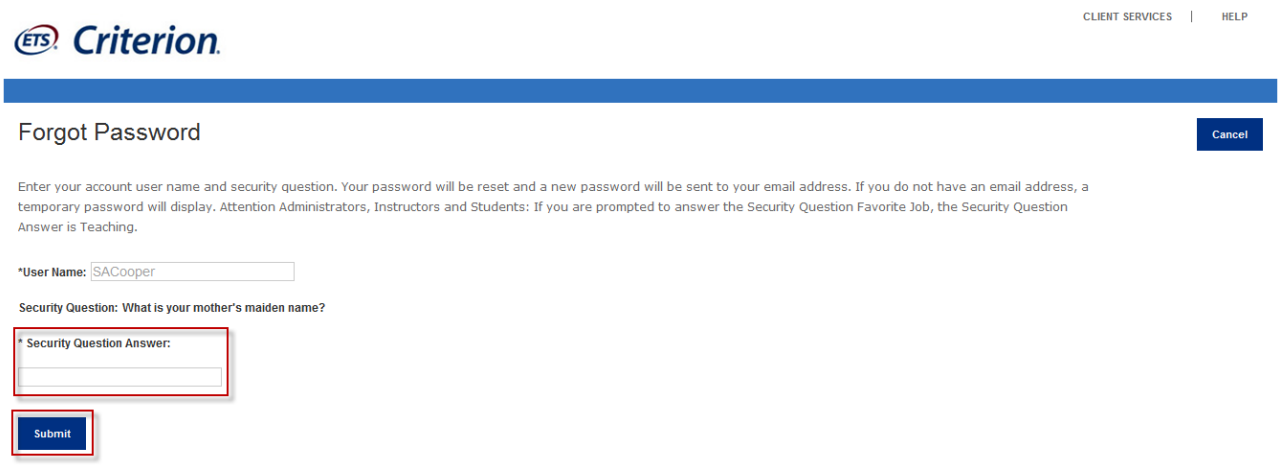
3. In the following screen, enter the answer to your security question. If you do not remember the answer to your security question, contact ***Criterion*** ® ***Support***. If have not set up a security question and answer yet, contact your ***Criterion*** ® administrator for assistance.
4. Click **<Submit>**. You will be assigned a temporary password that will be sent to your email address.


CLIENT SERVICES | HELP
Criterion
Forgot Password
Cancel
Enter your account user name and security question. Your password will be reset and a new password will be sent to your email address. If you do not have an email address, a temporary password will display. Attention Administrators, Instructors and Students: If you are prompted to answer the Security Question Favorite Job, the Security Question Answer is Teaching.
*User Name: SACooper
Security Question: What is your mother's maiden name?
* Security Question Answer:
Submit

2.3 Home Page

Your ***Home*** page is the starting point for all your activities in the ***Criterion***® system. The ***Home*** pages are different depending on your role.
From their ***Home*** page, users can:

- Sign out from the ***Criterion***® system.
- Link to resource materials.

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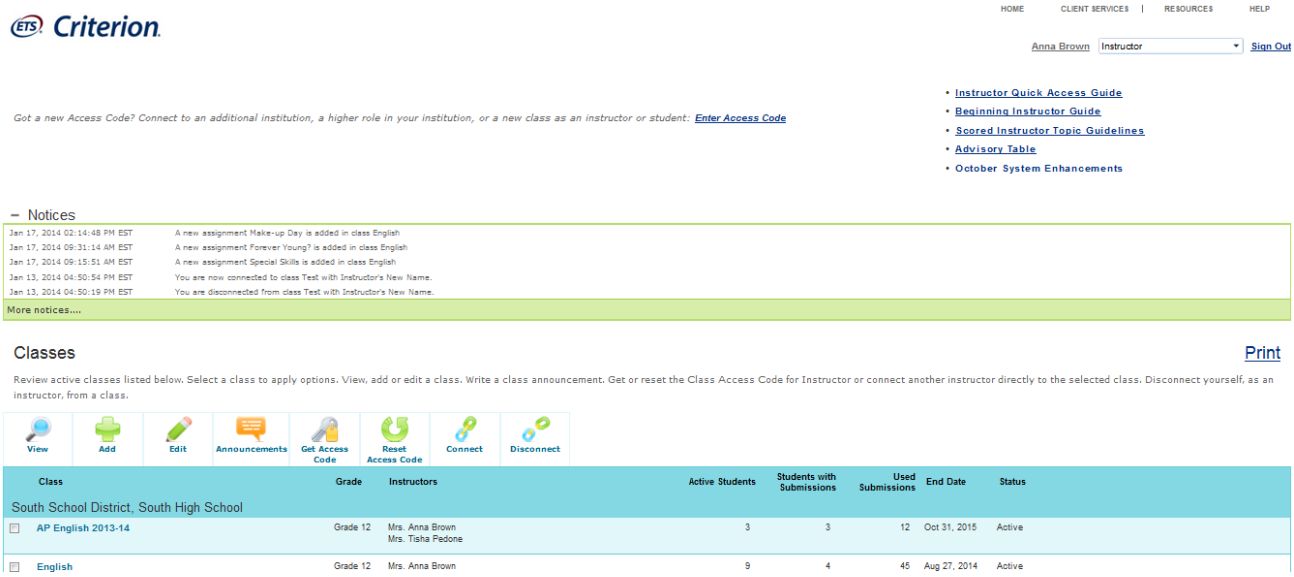
- Connect to a class.
- Read notices that provides information and updates.
- View information about classes for which they have signed up.
- Initiate various actions within the ***Criterion***® system by clicking on different icons.

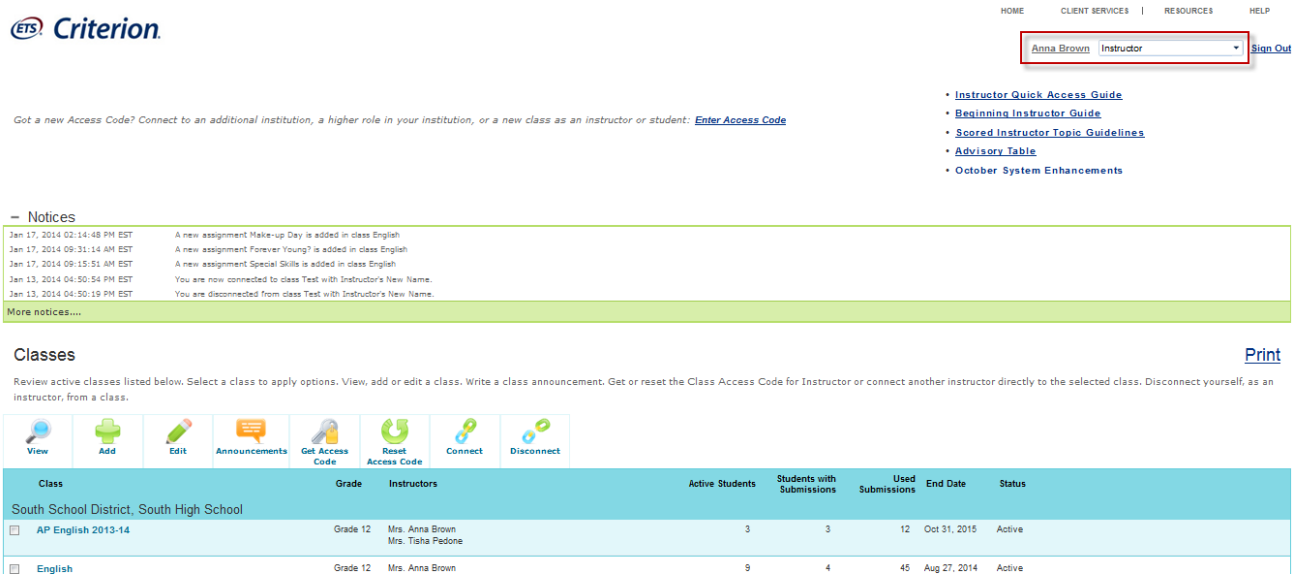

Criterion
HOME
CLIENT SERVICES
RESOURCES
HELP
Anna Brown
Instructor
Sign Out
Got a new Access Code? Connect to an additional institution, a higher role in your institution, or a new class as an instructor or student: Enter Access Code
Instructor Quick Access Guide
Beginning Instructor Guide
Scored Instructor Topic Guidelines
Advisory Table
October System Enhancements
Notices
Jan 17, 2014 02:14:48 PM EST A new assignment Make-up Day is added in class English
Jan 17, 2014 09:31:14 AM EST A new assignment Forever Young? is added in class English
Jan 17, 2014 09:15:51 AM EST A new assignment Special Skills is added in class English
Jan 13, 2014 04:50:54 PM EST You are now connected to class Test with Instructor's New Name.
Jan 13, 2014 04:50:19 PM EST You are disconnected from class Test with Instructor's New Name.
More notices....
Classes
Print
Review active classes listed below. Select a class to apply options. View, add or edit a class. Write a class announcement. Get or reset the Class Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.
View
Add
Edit
Announcements
Get Access Code
Reset Access Code
Connect
Disconnect
Class
Grade
Instructors
Active Students
Students with Submissions
Used Submissions
End Date
Status
South School District, South High School
AP English 2013-14
Grade 12
Mrs. Anna Brown
Mrs. Tisha Pedone
3
3
12
Oct 31, 2015
Active
English
Grade 12
Mrs. Anna Brown
9
4
45
Aug 27, 2014
Active

2.3.1 Links

The links at the very top right of the page (see below) are always available to the user. By clicking on these links, you have easy access to your ***Home*** page, ***Client Services***, ***Resources***, and online ***Help***.

2.3.2 Name and Role

Your **Name** and **Role** always appear at the top of your ***Home*** page.


Criterion
HOME
CLIENT SERVICES
RESOURCES
HELP
Anna Brown
Instructor
Sign Out
Got a new Access Code? Connect to an additional institution, a higher role in your institution, or a new class as an instructor or student: Enter Access Code
Instructor Quick Access Guide
Beginning Instructor Guide
Scored Instructor Topic Guidelines
Advisory Table
October System Enhancements
Notices
Jan 17, 2014 02:14:48 PM EST A new assignment Make-up Day is added in class English
Jan 17, 2014 09:31:14 AM EST A new assignment Forever Young? is added in class English
Jan 17, 2014 09:15:51 AM EST A new assignment Special Skills is added in class English
Jan 13, 2014 04:50:54 PM EST You are now connected to class Test with Instructor's New Name.
Jan 13, 2014 04:50:19 PM EST You are disconnected from class Test with Instructor's New Name.
More notices....
Classes
Print
Review active classes listed below. Select a class to apply options. View, add or edit a class. Write a class announcement. Get or reset the Class Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.
View
Add
Edit
Announcements
Get Access Code
Reset Access Code
Connect
Disconnect
Class
Grade
Instructors
Active Students
Students with Submissions
Used Submissions
End Date
Status
South School District, South High School
AP English 2013-14
Grade 12
Mrs. Anna Brown
Mrs. Tisha Pedone
3
3
12
Oct 31, 2015
Active
English
Grade 12
Mrs. Anna Brown
9
4
45
Aug 27, 2014
Active

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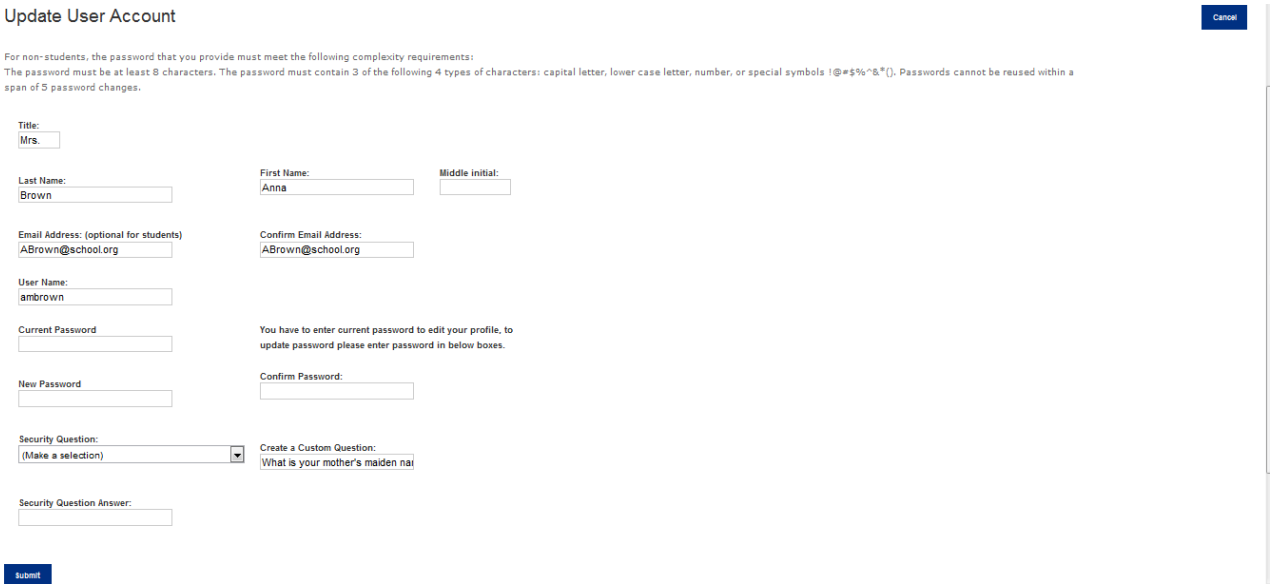
2.3.2.1 Update User Account

You can edit your **User Account** information from any screen.

1. At the top of the screen, roll over your name. The edit account feature will appear as shown below.
2. Click on **<Update User Account>.**
3. In the ***Update User Account*** screen that appears, make changes in the appropriate fields.


Update User Account
Cancel
For non-students, the password that you provide must meet the following complexity requirements:
The password must be at least 8 characters. The password must contain 3 of the following 4 types of characters: capital letter, lower case letter, number, or special symbols !@#$%^&*(). Passwords cannot be reused within a span of 5 password changes.
Title:
Mrs.
Last Name:
Brown
First Name:
Anna
Middle initial:
Email Address: (optional for students)
ABrown@school.org
Confirm Email Address:
ABrown@school.org
User Name:
ambrown
Current Password
You have to enter current password to edit your profile, to update password please enter password in below boxes.
New Password
Confirm Password:
Security Question:
(Make a selection)
Create a Custom Question:
What is your mother's maiden nai
Security Question Answer:
Submit

4. Click **<Submit>.** A message should appear saying that your update was successful.
5. Clicking **<Cancel>** will return you to your ***Criterion***® ***Home*** page.

2.3.4 Enter Access Code

1. To add yourself to another class, another institution, or another role in your institution, click on the **<Enter Access Code>** link (shown below) on your ***Home*** page.

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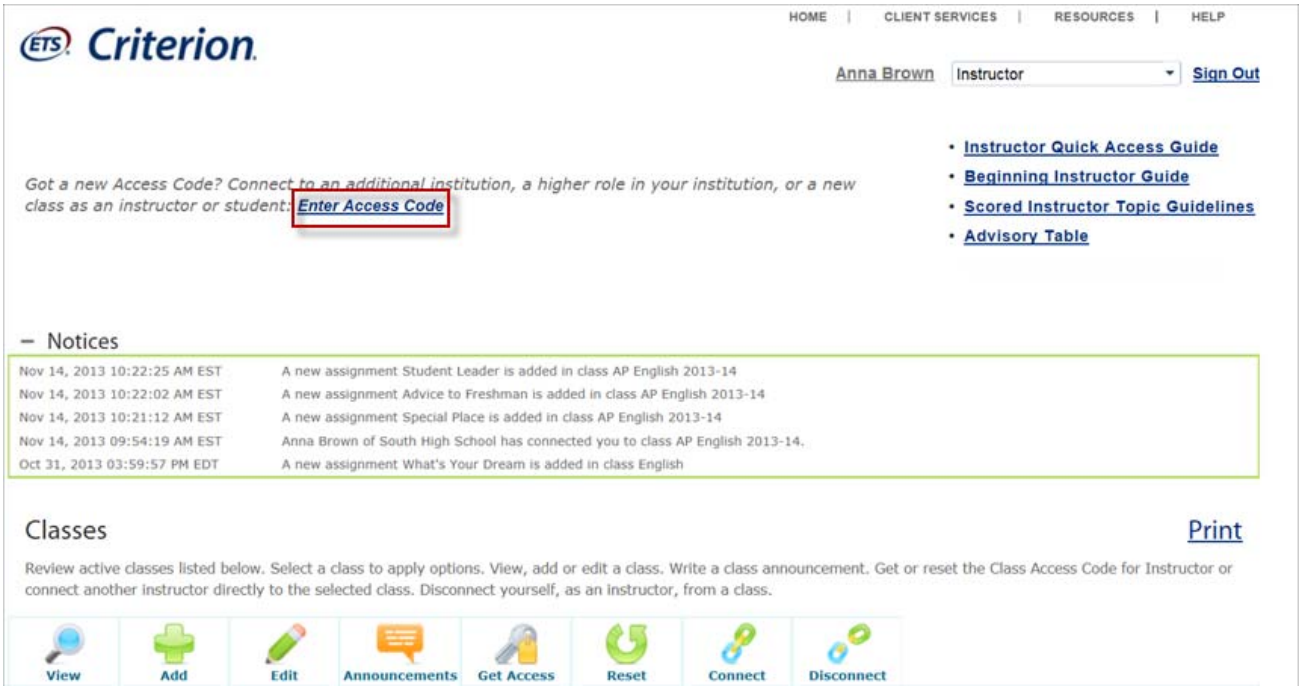
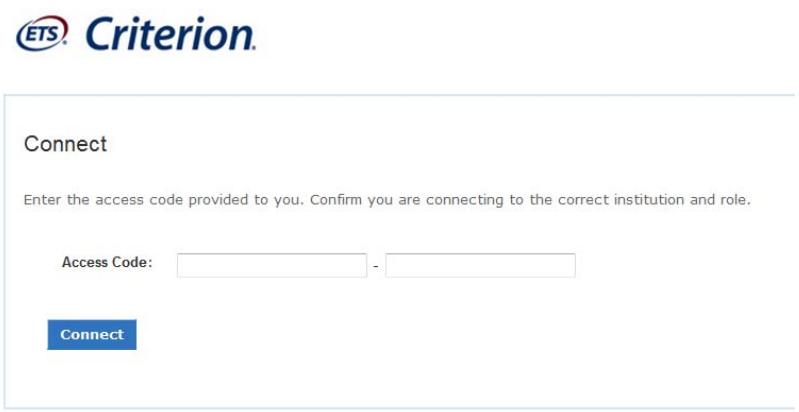

Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown
Instructor
Sign Out
Got a new Access Code? Connect to an additional institution, a higher role in your institution, or a new class as an instructor or student: Enter Access Code
Instructor Quick Access Guide
Beginning Instructor Guide
Scored Instructor Topic Guidelines
Advisory Table
– Notices
Nov 14, 2013 10:22:25 AM EST A new assignment Student Leader is added in class AP English 2013-14
Nov 14, 2013 10:22:02 AM EST A new assignment Advice to Freshman is added in class AP English 2013-14
Nov 14, 2013 10:21:12 AM EST A new assignment Special Place is added in class AP English 2013-14
Nov 14, 2013 09:54:19 AM EST Anna Brown of South High School has connected you to class AP English 2013-14.
Oct 31, 2013 03:59:57 PM EDT A new assignment What's Your Dream is added in class English
Classes
Print
Review active classes listed below. Select a class to apply options. View, add or edit a class. Write a class announcement. Get or reset the Class Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.
View
Add
Edit
Announcements
Get Access
Reset
Connect
Disconnect

2. In the ***Connect*** screen that appears, enter the access code in the appropriate fields. The access code will be given to you by an Instructor or Administrator.


Criterion
Connect
Enter the access code provided to you. Confirm you are connecting to the correct institution and role.
Access Code:
Connect

3. Click on the **Connect** icon in the screen. The next screen will display the institution to which you are connecting. Please check to make sure you are connecting to the proper class or institution before proceeding.

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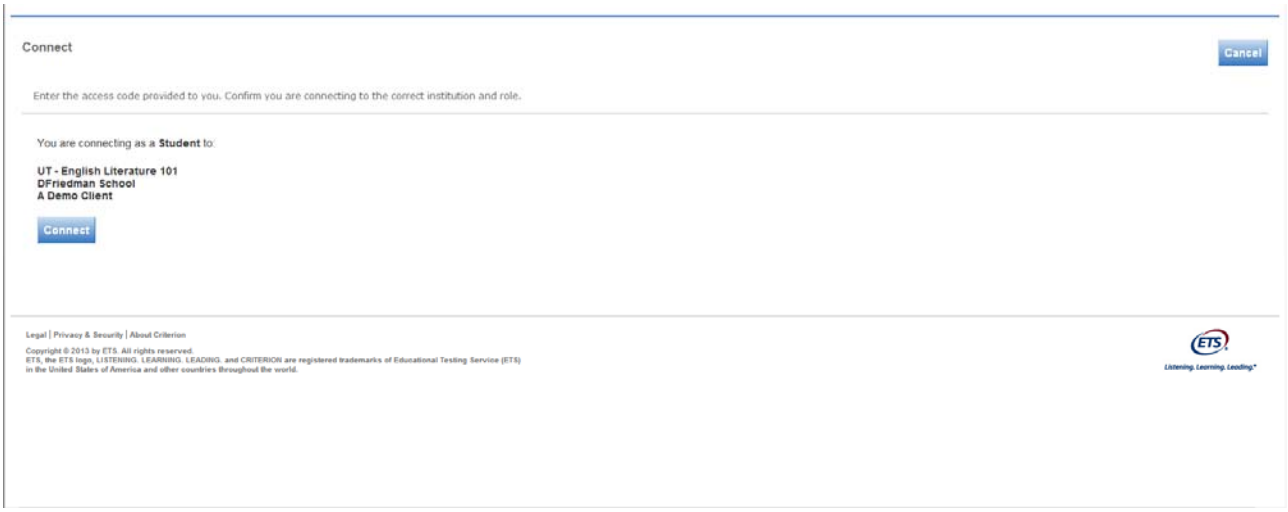
Connect
Cancel
Enter the access code provided to you. Confirm you are connecting to the correct institution and role.
You are connecting as a Student to:
UT - English Literature 101
DFriedman School
A Demo Client
Connect
Legal | Privacy & Security | About Criterion
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4. Once you are sure you are accessing the proper class or institution, click **<Connect>.** Criterion will return you to the ***Home*** page and display the following message: "You are now connected to _____."

2.3.5 Notices

The **Notices** section of your ***Home page*** (shown below) lists information or announcements that have been distributed. The date on which the notice was posted is shown. The section may be expanded or minimized.

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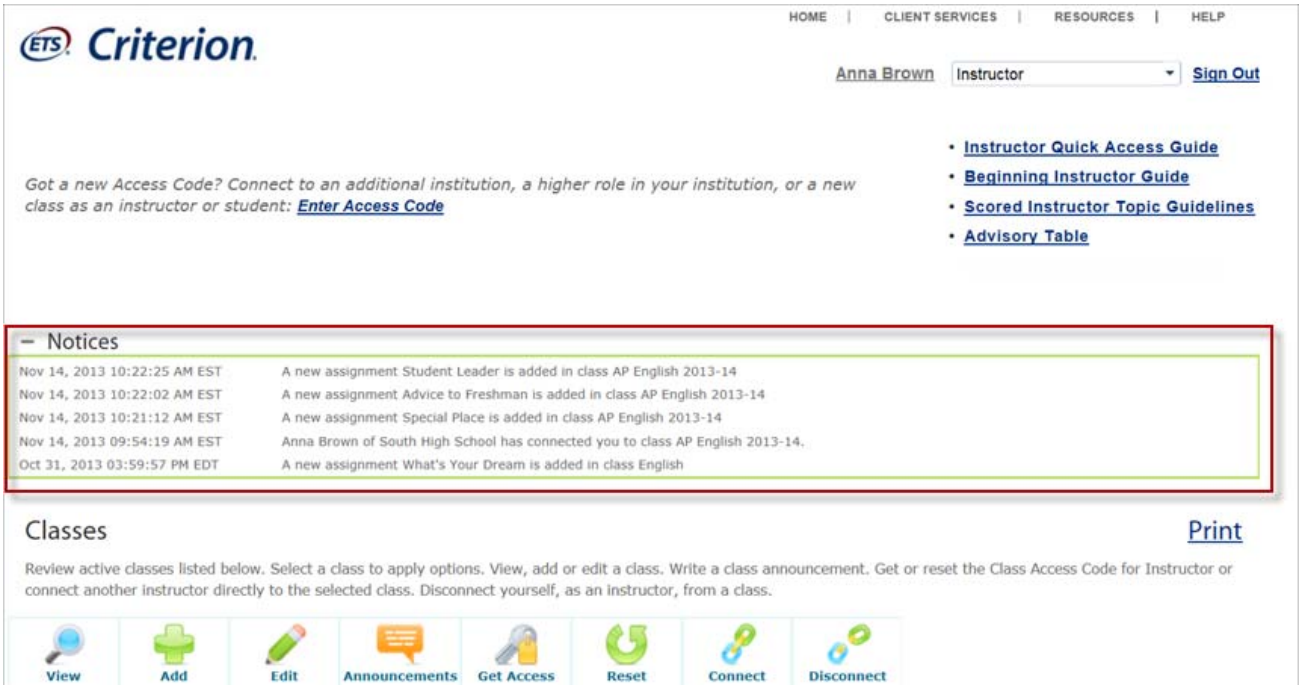
HOME | CLIENT SERVICES | RESOURCES | HELP
Criterion
Anna Brown
Instructor
Sign Out
Got a new Access Code? Connect to an additional institution, a higher role in your institution, or a new class as an instructor or student: Enter Access Code
Instructor Quick Access Guide
Beginning Instructor Guide
Scored Instructor Topic Guidelines
Advisory Table
Notices
Nov 14, 2013 10:22:25 AM EST A new assignment Student Leader is added in class AP English 2013-14
Nov 14, 2013 10:22:02 AM EST A new assignment Advice to Freshman is added in class AP English 2013-14
Nov 14, 2013 10:21:12 AM EST A new assignment Special Place is added in class AP English 2013-14
Nov 14, 2013 09:54:19 AM EST Anna Brown of South High School has connected you to class AP English 2013-14.
Oct 31, 2013 03:59:57 PM EDT A new assignment What's Your Dream is added in class English
Classes
Print
Review active classes listed below. Select a class to apply options. View, add or edit a class. Write a class announcement. Get or reset the Class Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.
View
Add
Edit
Announcements
Get Access
Reset
Connect
Disconnect

3.0 INSTRUCTOR ACTIVITIES

3.1 Classes

The **Classes** section of the Instructor's ***Home*** page (see below) provides you with the following information about each class to which you are assigned:

- A list of the classes to which you are assigned
- The grade level for each class
- The names of all the instructors assigned to each class
- The number of students in each class
- The number of students with submissions for each class
- The total number of submissions for the class
- The scheduled end date for the class
- The status of the class

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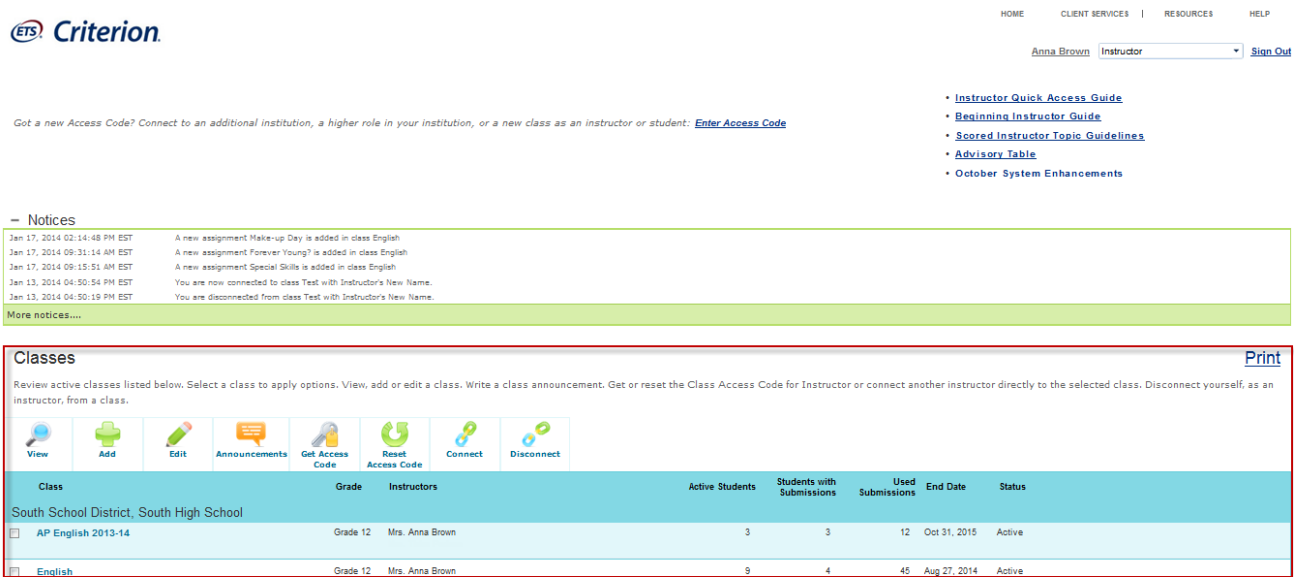

Criterion
HOME
CLIENT SERVICES
RESOURCES
HELP
Anna Brown
Instructor
Sign Out
Got a new Access Code? Connect to an additional institution, a higher role in your institution, or a new class as an instructor or student: Enter Access Code
Instructor Quick Access Guide
Beginning Instructor Guide
Scored Instructor Topic Guidelines
Advisory Table
October System Enhancements
Notices
Jan 17, 2014 02:14:48 PM EST A new assignment Make-up Day is added in class English
Jan 17, 2014 09:31:14 AM EST A new assignment Forever Young? is added in class English
Jan 17, 2014 09:15:51 AM EST A new assignment Special Skills is added in class English
Jan 13, 2014 04:50:54 PM EST You are now connected to class Test with Instructor's New Name.
Jan 13, 2014 04:50:19 PM EST You are disconnected from class Test with Instructor's New Name.
More notices....
Classes
Print
Review active classes listed below. Select a class to apply options. View, add or edit a class. Write a class announcement. Get or reset the Class Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.
View
Add
Edit
Announcements
Get Access Code
Reset Access Code
Connect
Disconnect
Class
Grade
Instructors
Active Students
Students with Submissions
Used Submissions
End Date
Status
South School District, South High School
AP English 2013-14
Grade 12
Mrs. Anna Brown
3
3
12
Oct 31, 2015
Active
English
Grade 12
Mrs. Anna Brown
9
4
45
Aug 27, 2014
Active

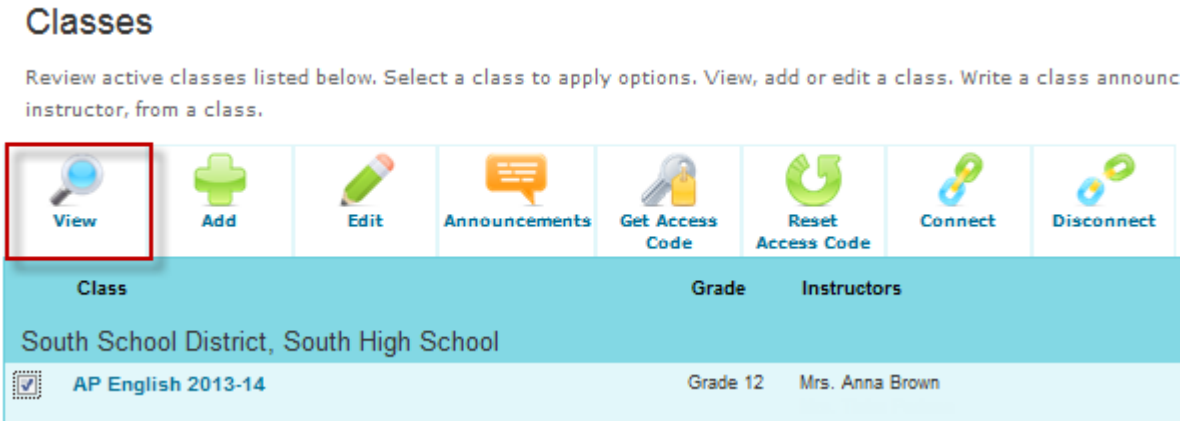
3.2 Understanding the Classes Section of your Home Page

The **Classes** section of the Instructor's ***Home*** page has a series of icons that let you perform different tasks associated with your classes. Each icon and its associated tasks are described in the sections below. To perform any of these tasks within a class, you must click the checkbox to the left of the class before proceeding.

3.2.1 View

Clicking on the **View** icon or clicking on the name of a class displays the most recent activity undertaken by a student or student group, and also provides access to class assignments, reports, and roster.

1. On your ***Home*** page, click in the box next to the class that you would like to see, then click on the **View** icon, as shown below.



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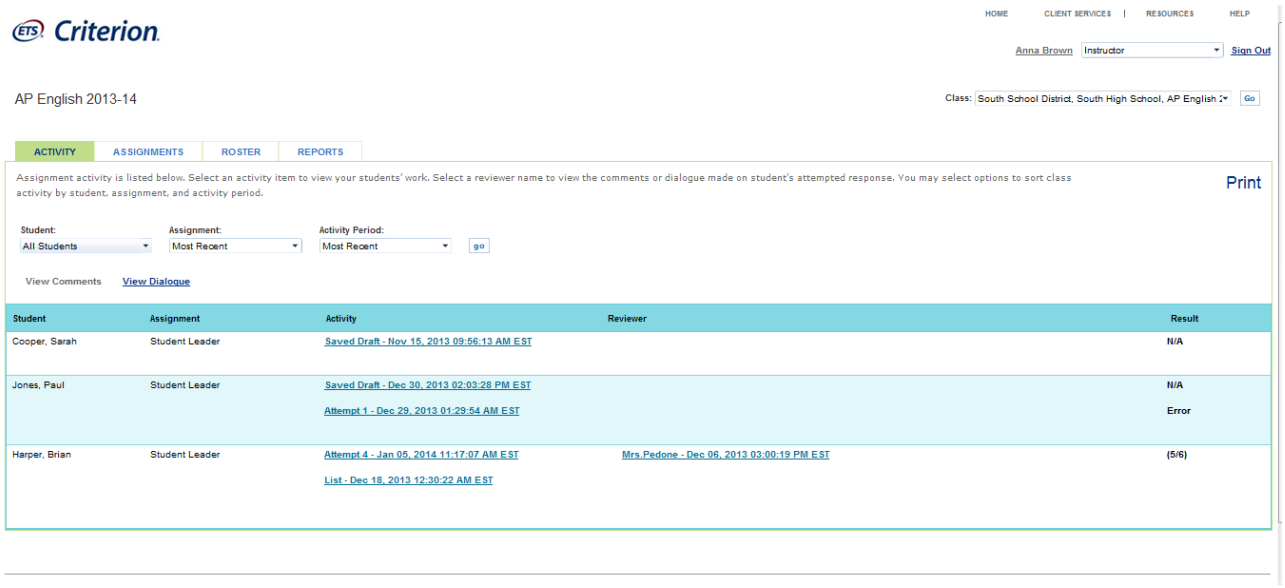
2. The **Class** screen (shown below) will appear. Note that the default page is always the ***Activity*** tab.



IMPORTANT NOTE: Sections **3.2.1.4** through **3.2.1.4 refer to activities specific to each class** that are available to Instructors and would require the instructor to either click on the name of a specific class listed on his/her home screen OR check the box next to the specific Class' name and click **View** icon.

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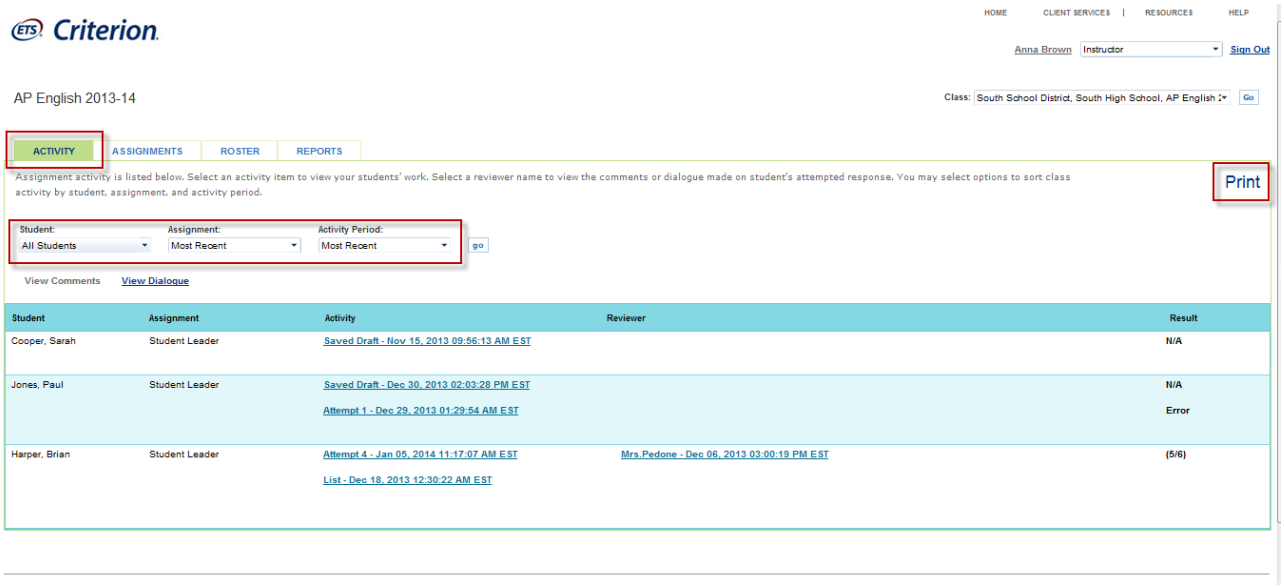
3.2.1.1 View - Activity Tab

The **Activity** tab of your class (see below) provides the Instructor with an overall view of the work performed by students on their assignments. Drop-down menus on the page allow the Instructor to customize their view by student, assignment, and activity period.



1. **Use the dropdown menus in the associated fields to select a student, assignment, and activity period**.
2. Click **<go>**. The specific information you requested will appear onscreen.
3. Information may be sorted by comments or dialogue by clicking on the **View Comments** or **View Dialogue** link.
4. Information on the screen may be printed by clicking on the **Print** link.
5. Clicking on the student's attempt will open the student's **Response** and **Results**. The Response tab displays the essay submission, along with a highlighted trait feedback analysis of the essay. Comments and dialogue are also available to view. The Results tab reveals the student's Criterion Score and Trait Levels. For more information about the Criterion Score and Trait Levels, please refer to the **Writer's Handbooks**.

3.2.1.2 View – Assignments Tab

The ***Assignments*** tab of your class shows the assignments that the Instructor has given to the class, and provides icons that let the Instructor perform various assignment-related tasks.

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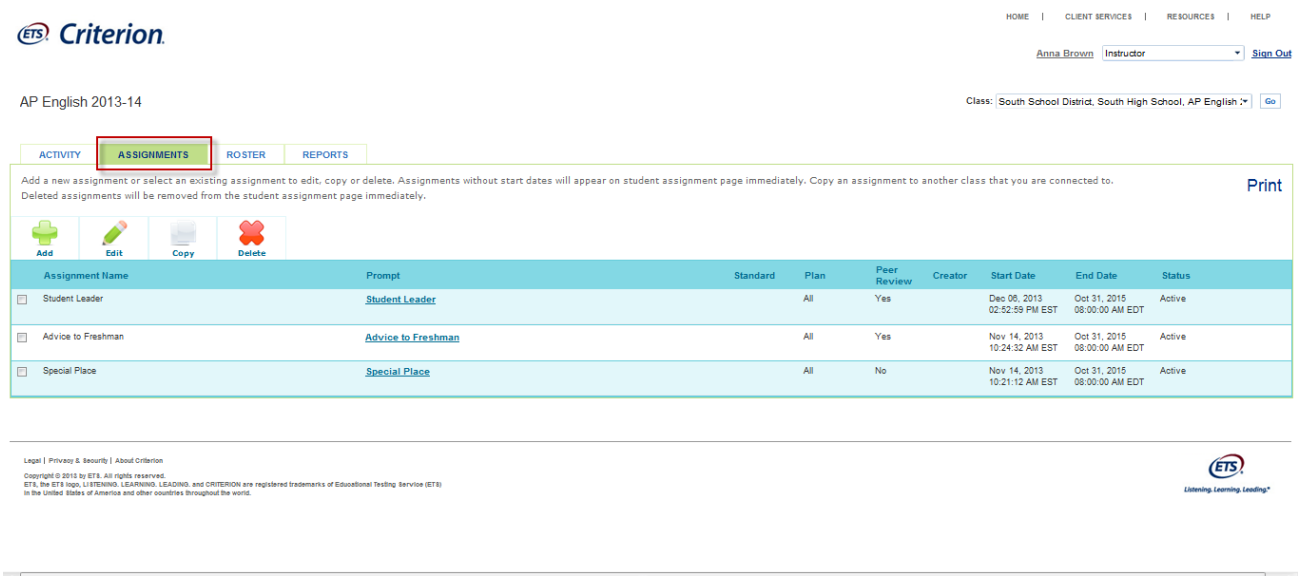
Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
AP English 2013-14
Class: South School District, South High School, AP English
Go
ACTIVITY
ASSIGNMENTS
ROSTER
REPORTS
Add a new assignment or select an existing assignment to edit, copy or delete. Assignments without start dates will appear on student assignment page immediately. Copy an assignment to another class that you are connected to.
Deleted assignments will be removed from the student assignment page immediately.
Print
Add
Edit
Copy
Delete
Assignment Name
Prompt
Standard
Plan
Peer Review
Creator
Start Date
End Date
Status
Student Leader
Student Leader
All
Yes
Dec 06, 2013 02:52:59 PM EST
Oct 31, 2015 08:00:00 AM EDT
Active
Advice to Freshman
Advice to Freshman
All
Yes
Nov 14, 2013 10:24:32 AM EST
Oct 31, 2015 08:00:00 AM EDT
Active
Special Place
Special Place
All
No
Nov 14, 2013 10:21:12 AM EST
Oct 31, 2015 08:00:00 AM EDT
Active
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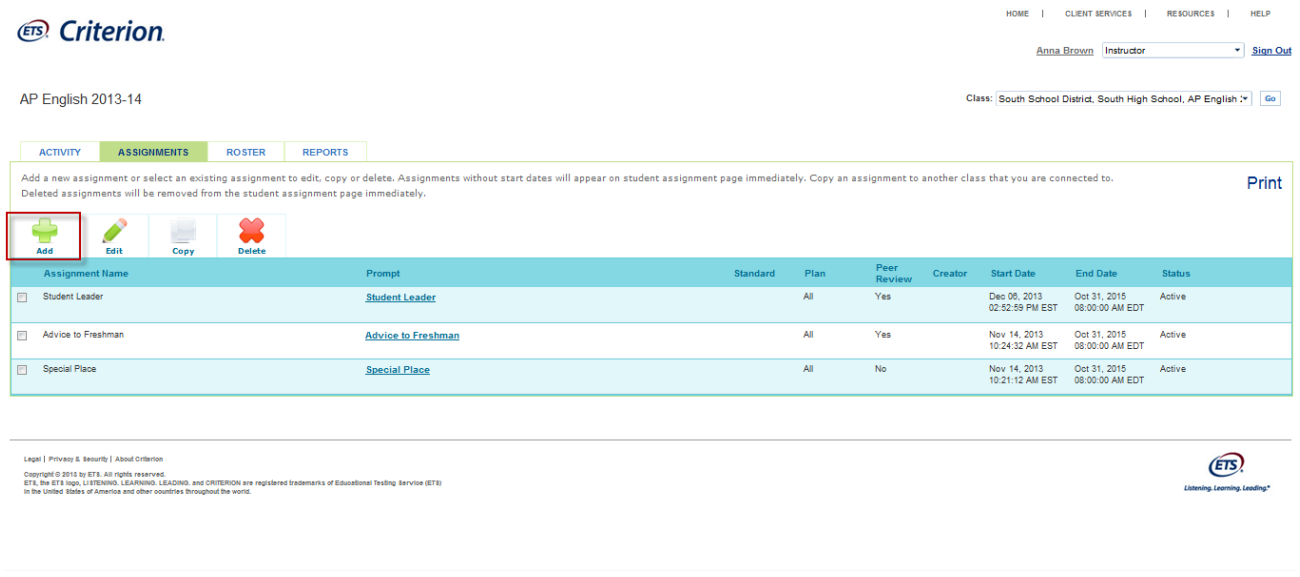
3.2.1.2.1 Add an Assignment

The Instructor can add a new assignment to a class at any time.

1. In the ***Assignments*** tab of your class (see below), click on the **Add** icon.


Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
AP English 2013-14
Class: South School District, South High School, AP English
Go
ACTIVITY
ASSIGNMENTS
ROSTER
REPORTS
Add a new assignment or select an existing assignment to edit, copy or delete. Assignments without start dates will appear on student assignment page immediately. Copy an assignment to another class that you are connected to.
Deleted assignments will be removed from the student assignment page immediately.
Print
Add
Edit
Copy
Delete
Assignment Name
Prompt
Standard
Plan
Peer Review
Creator
Start Date
End Date
Status
Student Leader
Student Leader
All
Yes
Dec 06, 2013 02:52:59 PM EST
Oct 31, 2015 08:00:00 AM EDT
Active
Advice to Freshman
Advice to Freshman
All
Yes
Nov 14, 2013 10:24:32 AM EST
Oct 31, 2015 08:00:00 AM EDT
Active
Special Place
Special Place
All
No
Nov 14, 2013 10:21:12 AM EST
Oct 31, 2015 08:00:00 AM EDT
Active
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2. The ***Add/Edit Assignment*** screen, similar to that shown below, will appear.

IMPORTANT NOTE: The **choice of assignment will affect the options that appear** on the screen. Not all of the options shown below are available for all assignment types.

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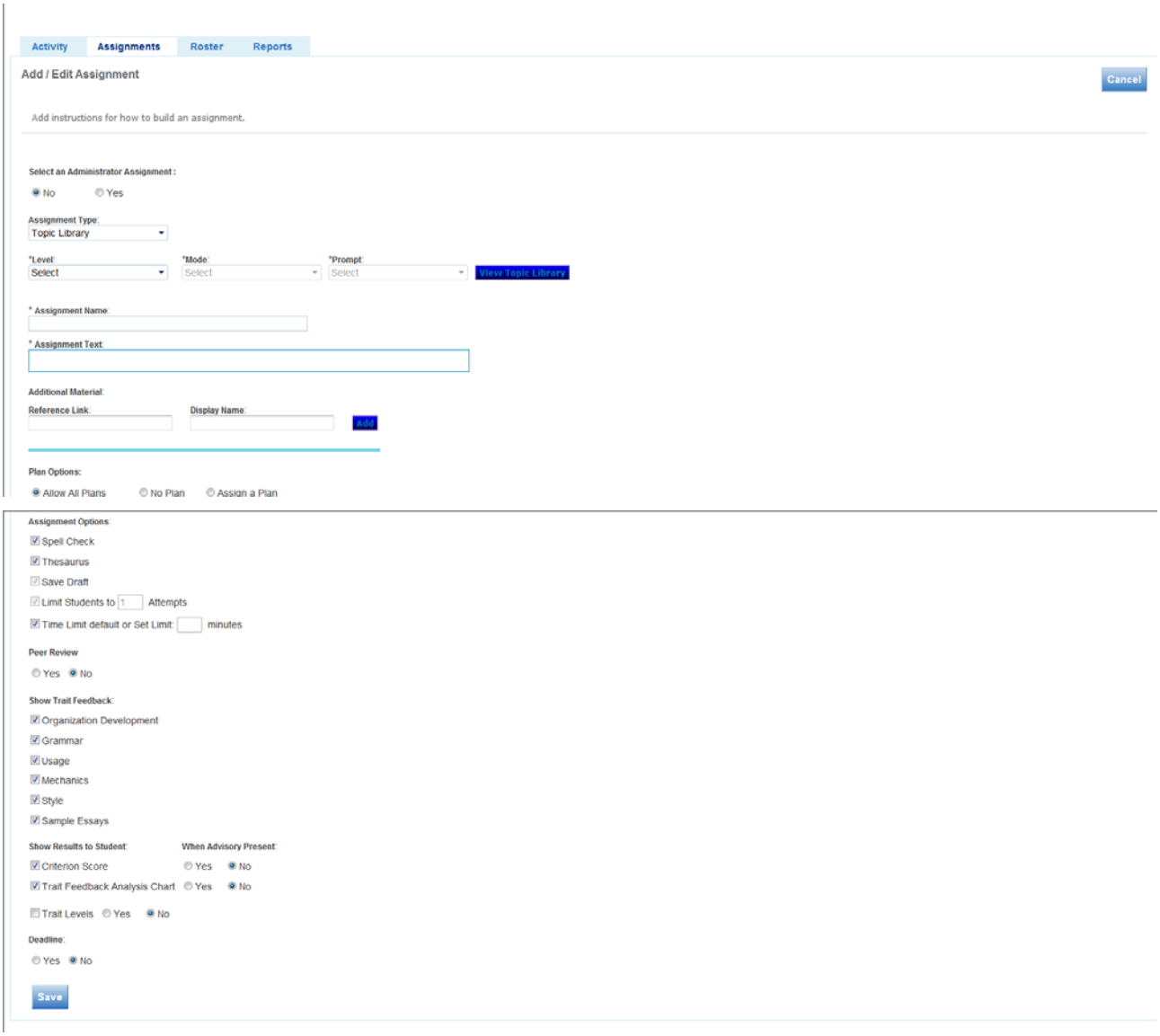

3. Use the drop-down menus and check boxes to create your assignment.

   - **Select an Administrator Assignment:** The default for this option (shown below) is "No." The "Yes" option will only be available if specific assignments have been created by an administrator.

     - If "Yes" is selected to create an Administrator Assignment, a drop down menu will appear (shown below). Select the Administrator Assignment to be used in your class and then click **<Save>** at the bottom of the screen.

       Note: All assignment options within the Administrator Assignment will be grayed out and unchangeable, as all options were previously set by an administrator.

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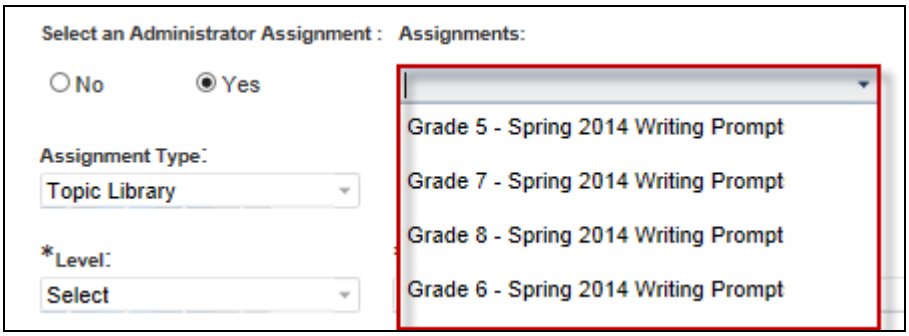
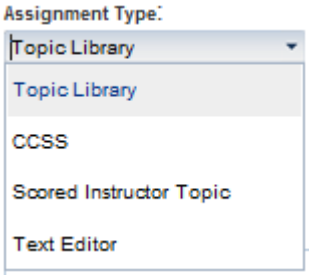


- **Assignment Type:** Instructors may select an assignment from the drop-down menu (see below). Options include Topic Library, State Standard, Scored Instructor Topic, Text Editor, and Developmental Writing Score Topic. For example, select Scored Instructor Topic if you wish to create your own essay topics or Text Editor to create open-ended assignments, receiving only diagnostic feedback.



<View Topic Library> button: Provides a view of various topics, rubrics, etc. to assist instructor in making a choice. Nothing is selected from here, but detailed information about each assignment is provided to the Instructor.

- Depending on the type of assignment, provide the following information in the fields provided (see below):

  - **Level**: This field appears for all types of assignments. Options include middle school, 1st year college, etc.
  - **Standard:** This field appears only for "State Standard" or "Common Core" assignments. Options will vary by client.
  - **Mode**: This field appears for Topic Library and Scored Instructor assignments. Options may include expository, persuasive, narrative, or descriptive.
  - **Prompt:** Prompts for assignments from the Topic Library are automatically generated by the system. All other prompts must be created by the Instructor.

Note: A scoring rubric is available at a 4 and 6 point scale. Prompts with a number 4 to the right of it are based on a 4 point scoring rubric. Prompts without a number to the right of it are based on a 6 point scoring rubric.

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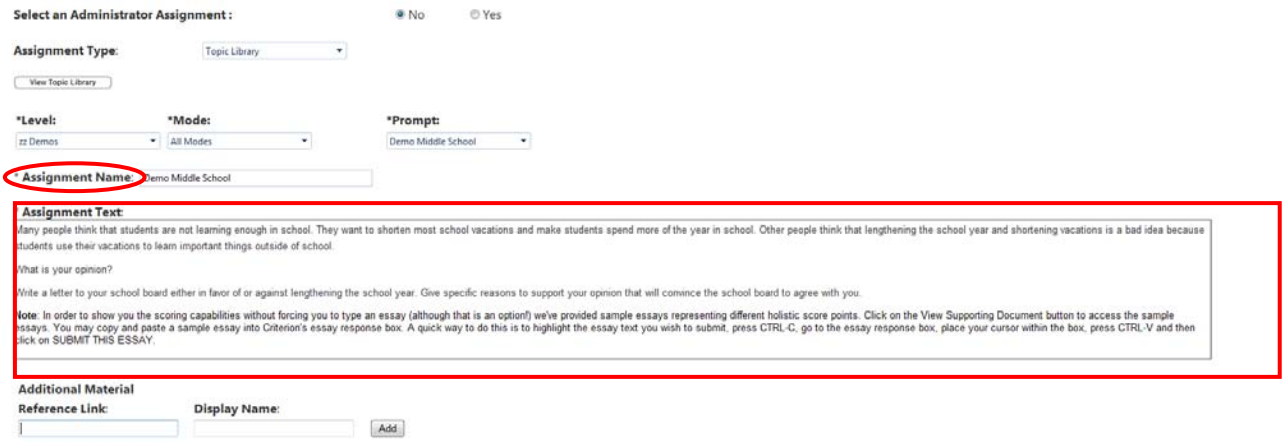
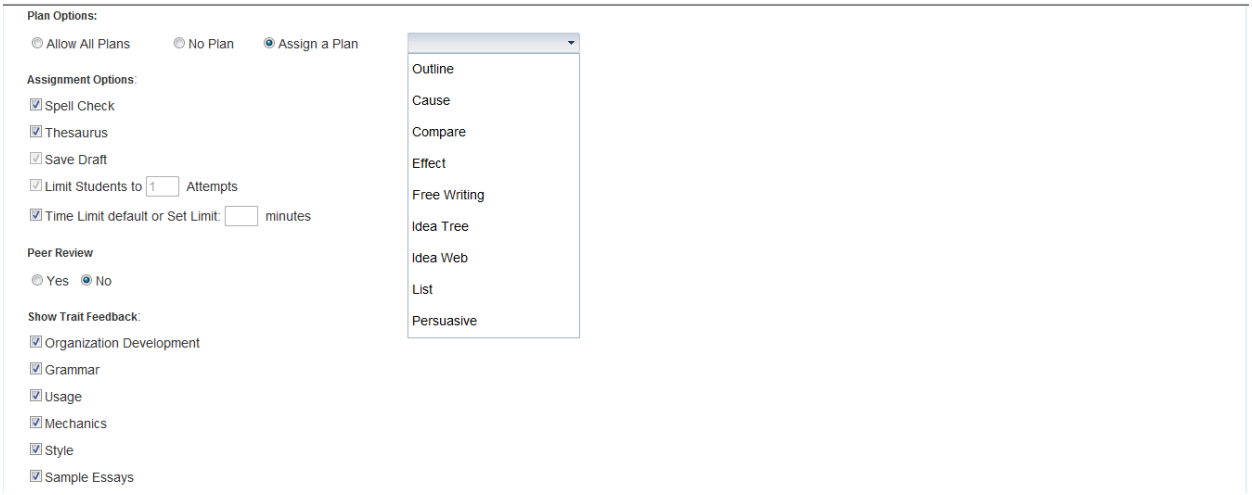
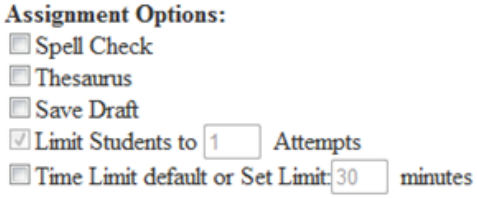
- **Assignment Name**: Provide a unique and informative name for the assignment (see the example below). The assignment name must be unique to the class.
- **Assignment Text**: Text is automatically entered for assignments chosen from the Topic Library. The Instructor needs to enter the text for Scored Instructor Topic and Text Editor Assignments (see the example below).


Select an Administrator Assignment :
No
Yes
Assignment Type:
Topic Library
View Topic Library
*Level:
*Mode:
*Prompt:
zz Demos
All Modes
Demo Middle School
* Assignment Name:
Demo Middle School
* Assignment Text:
Many people think that students are not learning enough in school. They want to shorten most school vacations and make students spend more of the year in school. Other people think that lengthening the school year and shortening vacations is a bad idea because students use their vacations to learn important things outside of school.
What is your opinion?
Write a letter to your school board either in favor of or against lengthening the school year. Give specific reasons to support your opinion that will convince the school board to agree with you.
Note: In order to show you the scoring capabilities without forcing you to type an essay (although that is an option!) we've provided sample essays representing different holistic score points. Click on the View Supporting Document button to access the sample essays. You may copy and paste a sample essay into Criterion's essay response box. A quick way to do this is to highlight the essay text you wish to submit, press CTRL-C, go to the essay response box, place your cursor within the box, press CTRL-V and then click on SUBMIT THIS ESSAY.
Additional Material
Reference Link:
Display Name:
Add

- **Additional Material**: anything on the web that has a URL can be added to the assignment. For example, this can be a link to a site created by a teacher, Wikipedia, Youtube, etc.
- **Plan Options**: This is the plan that the student will use to write an essay for the assignment. The Instructor clicks on "assign a plan" and a drop down box of plan types appears (see below).



- **Assignment Options**: Instructor can choose from available options shown below. All options with a **check** mark next to them will be **activated**.



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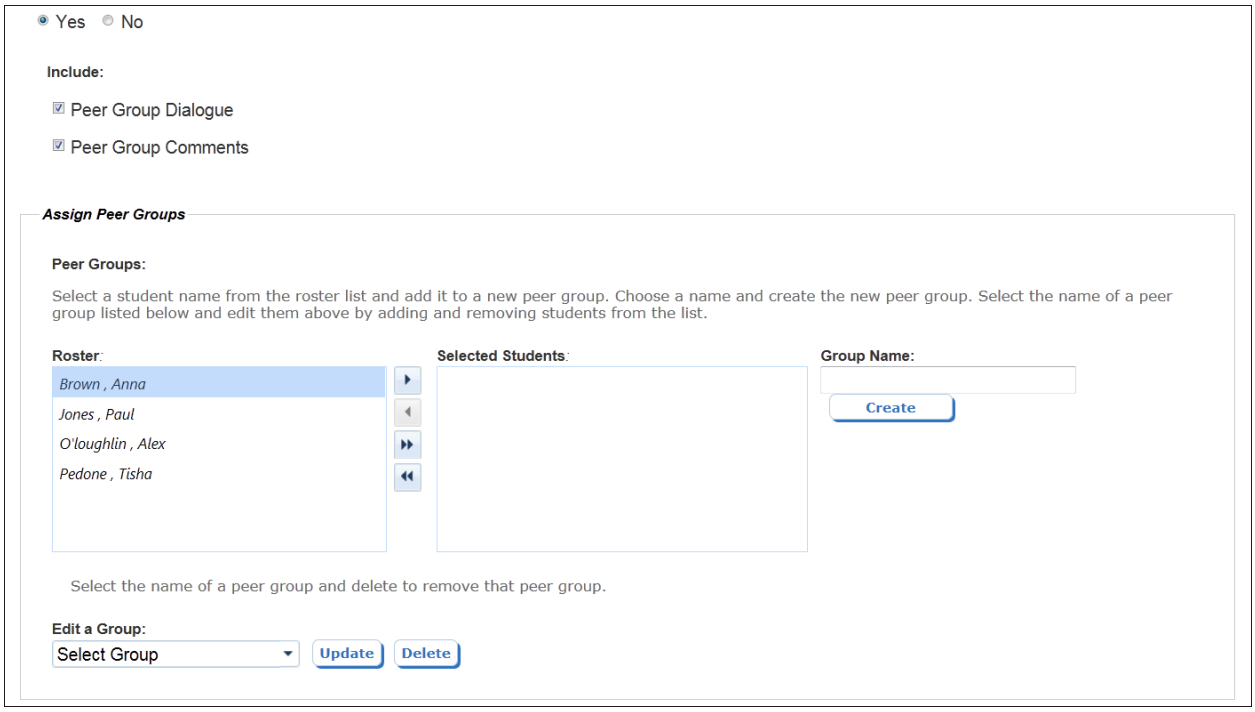
- **Spell Check:** Checks the spelling of words the student writes in response to the assignment based on the dictionary type selected by the Instructor.
- **Thesaurus:** Provides the student with a list of alternatives for a specific word.
- **Save Draft:** Allows the student to save an essay to complete later.
- **Limit Student to [ ] Submission(s)**: The default number of times that students will be permitted to submit an essay on the same assignment is set at 10. The instructor may change the submission number to whatever is appropriate for that assignment.
- **Time Limit**: By default, the time limit is set to "**30 minutes**." If the time limit option has been checked, the number of attempts becomes locked at 1. The time limit can only be changed from 30 if the **Scored Instructor Topic** or **Text Editor** was selected as an **Assignment Type**. The maximum time limit is 99 minutes.

NOTE: The time limit applies to the entire planning, writing, and revision process. Time limits are useful for purposes of benchmarking or for practicing writing in a timed environment. For instructional purposes—including use of the planning feature—the timing feature should *not* be used to allow ample time for planning and revision.

- **Peer Review**: If the Instructor clicks "yes," the box shown below appears. The number of peer groups that can be created is unlimited. (See example below.) This option will allow other students to view the essay and to provide comments on it.


Yes
No
Include:
Peer Group Dialogue
Peer Group Comments
Assign Peer Groups
Peer Groups:
Select a student name from the roster list and add it to a new peer group. Choose a name and create the new peer group. Select the name of a peer group listed below and edit them above by adding and removing students from the list.
Roster:
Brown , Anna
Jones , Paul
O'loughlin , Alex
Pedone , Tisha
Selected Students:
Group Name:
Create
Select the name of a peer group and delete to remove that peer group.
Edit a Group:
Select Group
Update
Delete

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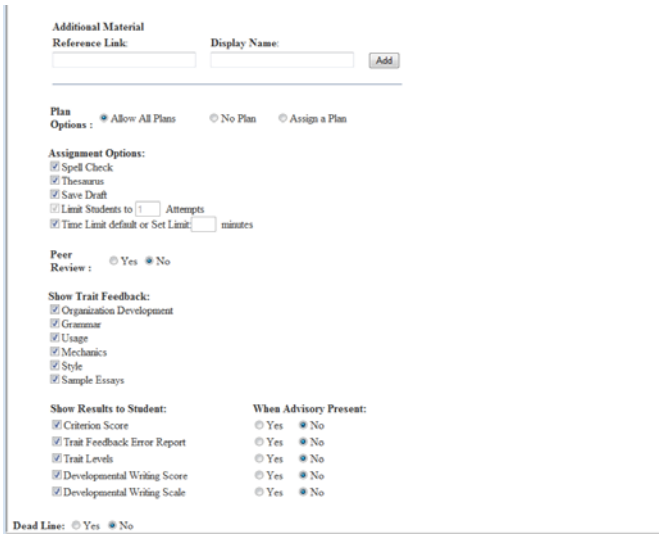
- **Show Trait Feedback**: Instructor selects the traits on which feedback will be provided to the student (organization development, grammar, usage, mechanics, style). The option of "**sample essays**" will let students view good examples for comparison **after their essays have been submitted.**

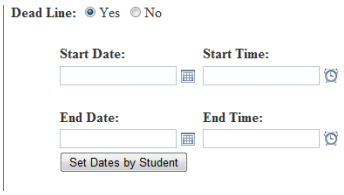


- **Show Results to Student:**

  "**When Advisory Present - Yes**" = Students will see their results along with an advisory.

  "When Advisory Present – No" = Students will not see their results; only the advisory will be visible. Instructors will be able to see the results from their accounts.

- **Deadline**: "Yes" brings up drop down menu with start/end dates and start/end times. The Instructor can set deadline dates by student to allow for customization.



4. Click **<Save>** at the bottom of the screen. You will be returned to the ***View*** screen.

3.2.1.2.2 Edit an Assignment

The Instructor can make changes to an assignment at any time.

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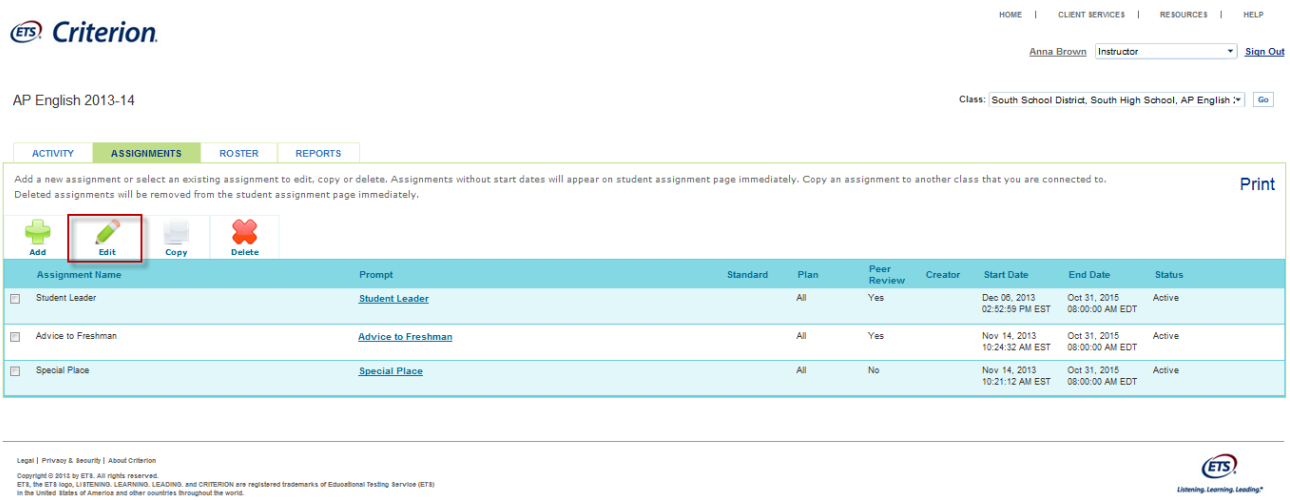

1. In the ***Assignments*** tab of your class (shown above), click in the box next to assignment you will edit.
2. Click on the **Edit** icon. The ***Add/Edit Assignment*** screen (see below) will appear.

3. In the ***Add/Edit Assignment*** screen, follow the steps described in section **3.6.1.2.1 - Add an Assignment**.
5. Click **<Save>** at the bottom of the screen. You will be returned to the ***Assignment*** screen.

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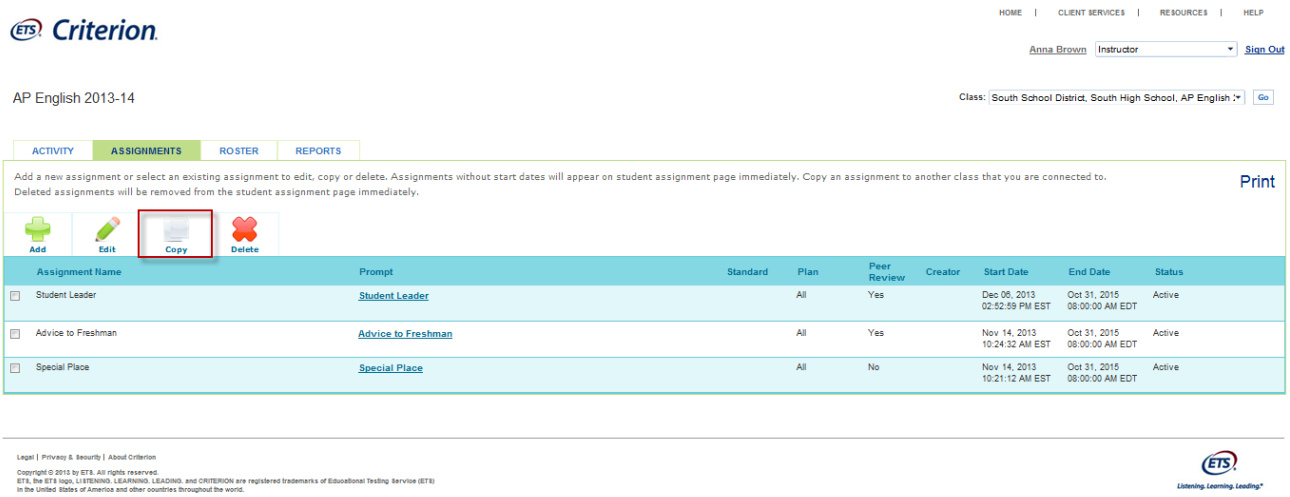
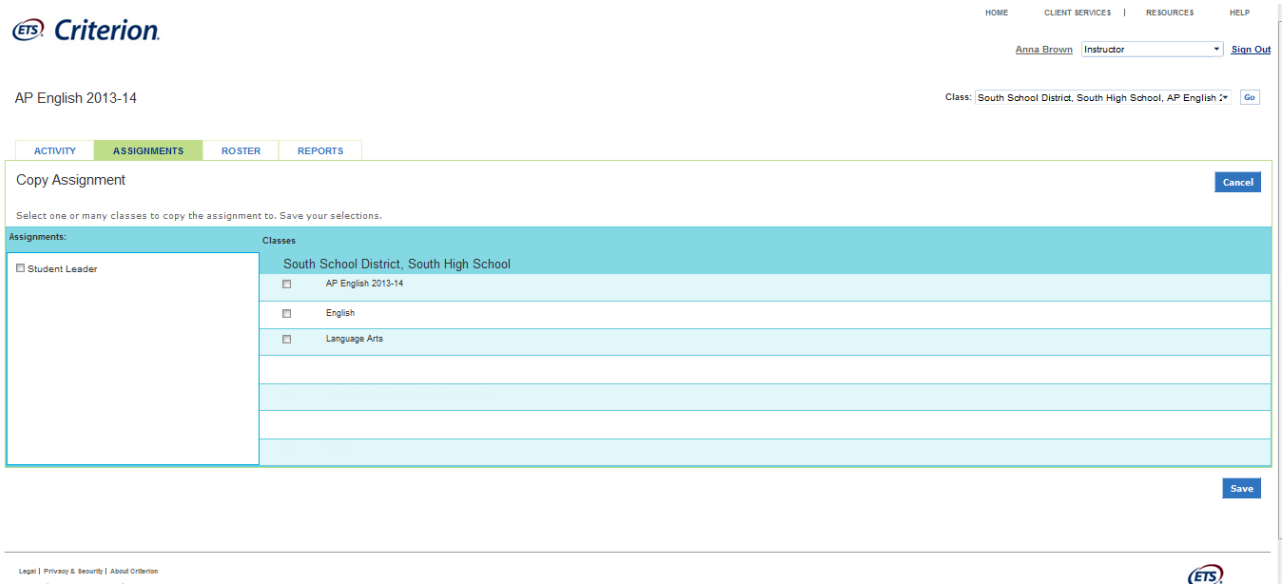
3.2.1.2.3 Copy an Assignment

The Instructor can copy any assignment so that it can be used in another one of his/her classes.



1. In the ***Assignments*** tab of your class, click in the box next to assignment you will copy.
2. Click on the **Copy** icon. The ***Copy Assignment*** screen (see below) will appear.



3. In the ***Copy Assignment*** screen, check the box next to the class(es) to which you will copy the assignment.
4. Click **<Submit>.** The assignment will be copied to the class(es) you selected. A pop-up message will appear on the ***View*** screen notifying you of the success of this action.

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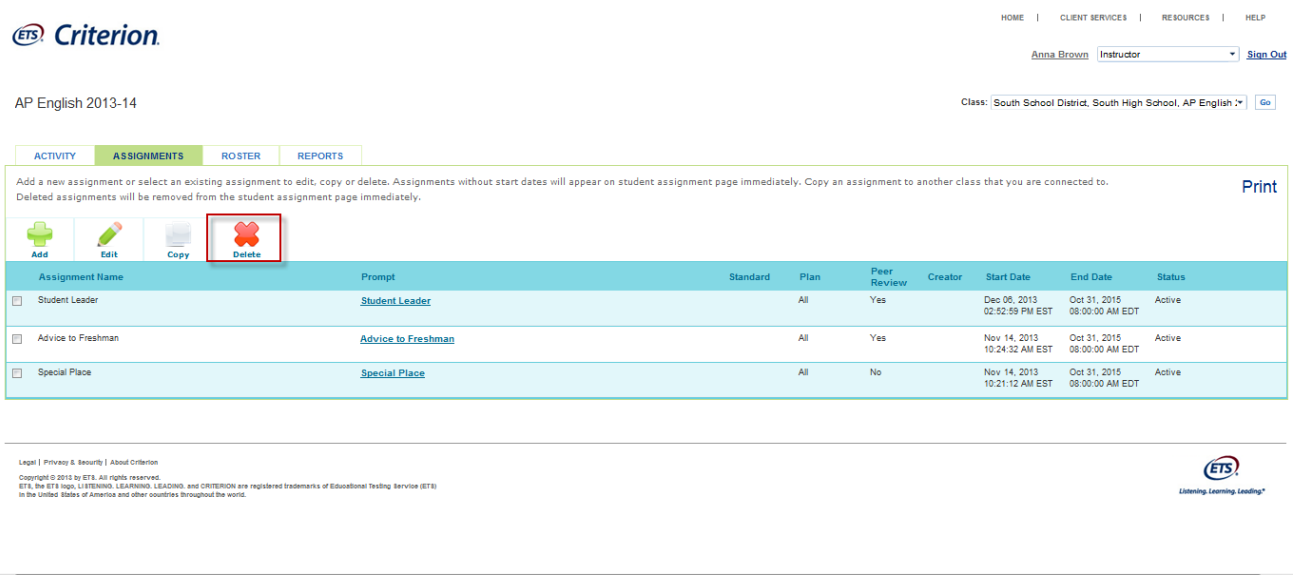
3.2.1.2.4 Delete an Assignment

The Instructor can delete any assignment from a class.

NOTE: Delete will only make your selections invisible to any users within your institution. Deleted items are not removed from the actual database; they remain in the system archives. Contact ***Criterion*® Support** to have data permanently removed from the database.


Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
AP English 2013-14
Class: South School District, South High School, AP English Go
ACTIVITY ASSIGNMENTS ROSTER REPORTS
Add a new assignment or select an existing assignment to edit, copy or delete. Assignments without start dates will appear on student assignment page immediately. Copy an assignment to another class that you are connected to.
Deleted assignments will be removed from the student assignment page immediately.
Print
Add Edit Copy Delete
Assignment Name Prompt Standard Plan Peer Review Creator Start Date End Date Status
Student Leader Student Leader All Yes Dec 06, 2013 02:52:59 PM EST Oct 31, 2015 08:00:00 AM EDT Active
Advice to Freshman Advice to Freshman All Yes Nov 14, 2013 10:24:32 AM EST Oct 31, 2015 08:00:00 AM EDT Active
Special Place Special Place All No Nov 14, 2013 10:21:12 AM EST Oct 31, 2015 08:00:00 AM EDT Active
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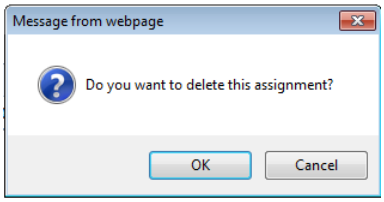
1. In the ***Assignments*** tab of your class (see above), click in the box next to assignment you will delete.
2. Click on the **Delete** icon. The following message box will appear:



3. Click **<OK>**. The assignment will be marked for deletion and you will be returned to the ***Assignments*** page. You will always have the option to *Undelete* the assignment.

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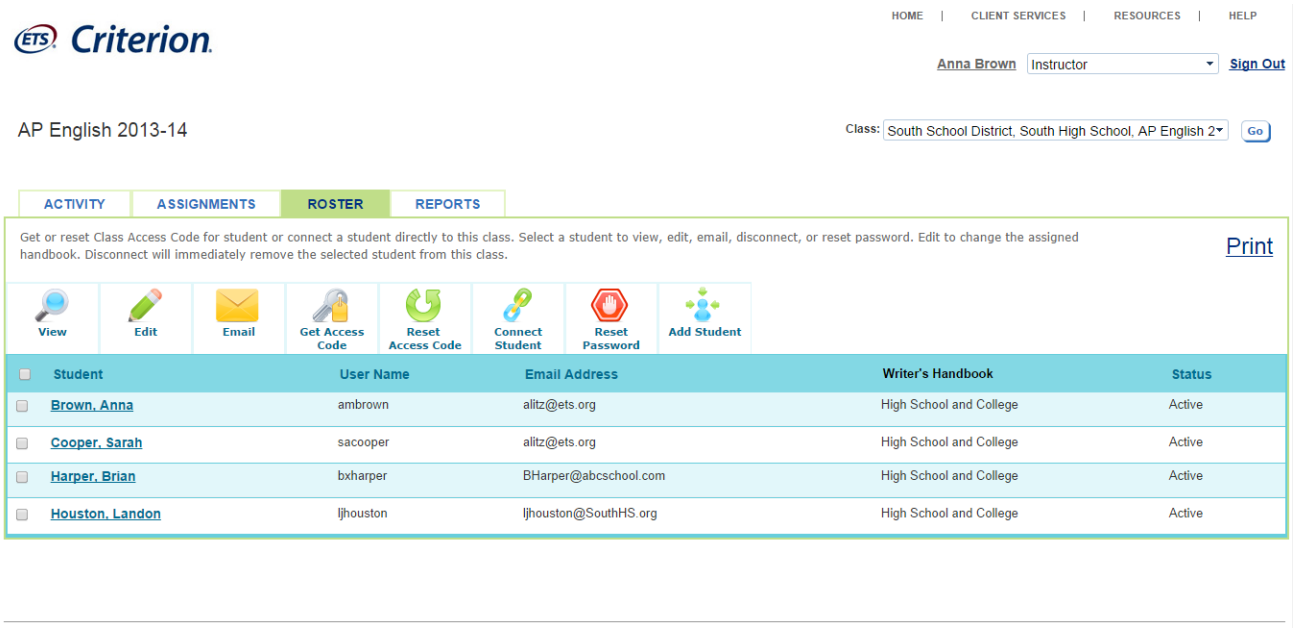
3.2.1.3 View – Roster Tab

The **Roster** tab of your class opens a screen (see below) that lists the students who are registered in a class. The following information about each registered student is visible:

- Student name
- Student User Name
- Student Email Address
- Writer's Handbook being used by the student
- Student status

The ***Roster*** tab also has icons that let the Instructor perform various roster-related tasks.



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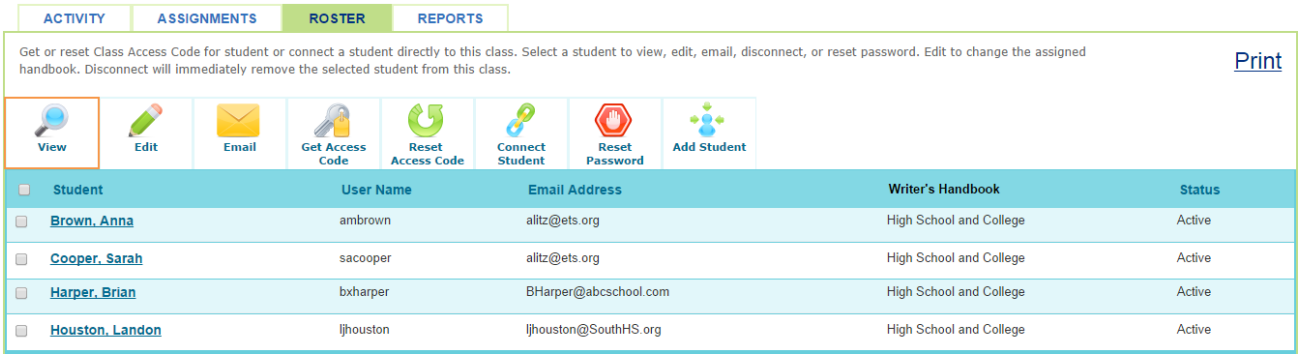
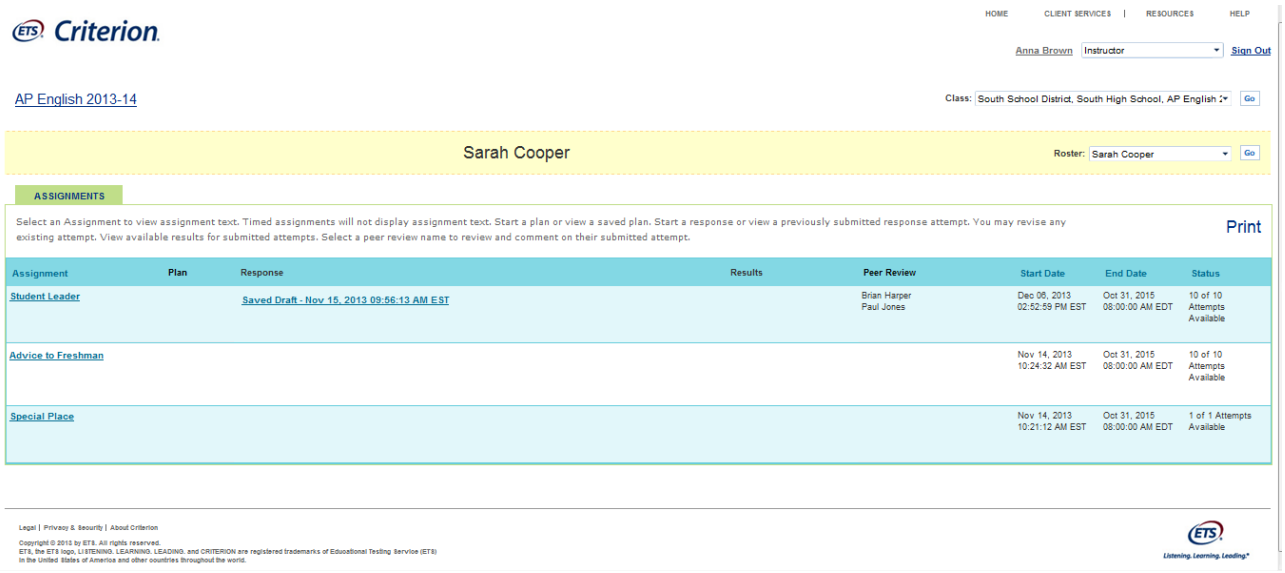
3.2.1.3.1 View Roster Icon

The **View** Roster Icon lets the instructor view a list of the class assignments on which each student working on or has completed.



1. In the ***Roster*** tab of your class (see above), click in the box next to the student's name.
2. Click on the **View** icon. An ***Assignments*** screen, similar to the sample shown below, will appear. The screen provides a list of all the assignments that the student is responsible for completing. It also includes the following information about each assignment:
   - Assignment name
   - Start Date of the assignment
   - End Date of the assignment
   - Plan: the type of plan the student is to use for the essay
   - Response: the actions taken by the student in regard to the assignment
   - Results
   - Peer Review
   - Status of the assignment


Criterion
HOME
CLIENT SERVICES
RESOURCES
HELP
Anna Brown
Instructor
Sign Out
AP English 2013-14
Class: South School District, South High School, AP English
Go
Sarah Cooper
Roster: Sarah Cooper
Go
ASSIGNMENTS
Select an Assignment to view assignment text. Timed assignments will not display assignment text. Start a plan or view a saved plan. Start a response or view a previously submitted response attempt. You may revise any existing attempt. View available results for submitted attempts. Select a peer review name to review and comment on their submitted attempt.
Print
Assignment
Plan
Response
Results
Peer Review
Start Date
End Date
Status
Student Leader
Saved Draft - Nov 15, 2013 09:56:13 AM EST
Brian Harper
Paul Jones
Dec 06, 2013 02:52:59 PM EST
Oct 31, 2015 08:00:00 AM EDT
10 of 10 Attempts Available
Advice to Freshman
Nov 14, 2013 10:24:32 AM EST
Oct 31, 2015 08:00:00 AM EDT
10 of 10 Attempts Available
Special Place
Nov 14, 2013 10:21:12 AM EST
Oct 31, 2015 08:00:00 AM EDT
1 of 1 Attempts Available
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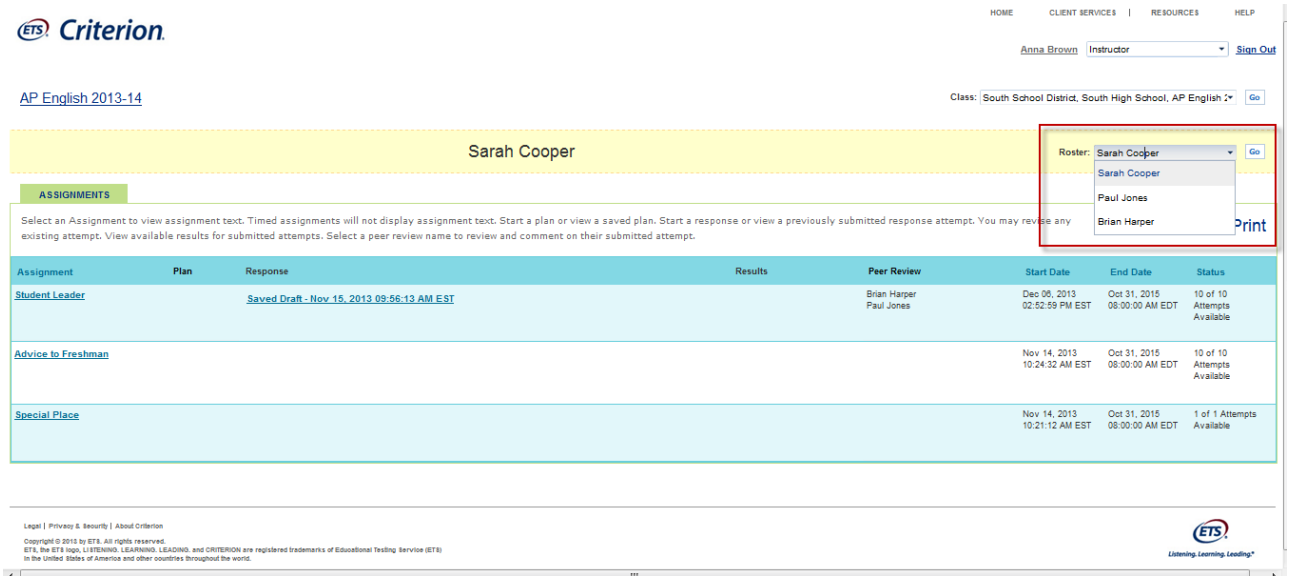
3. To view information about another student in the same class:


Criterion
HOME
CLIENT SERVICES
RESOURCES
HELP
Anna Brown
Instructor
Sign Out
AP English 2013-14
Class:
South School District, South High School, AP English
Go
Sarah Cooper
Roster:
Sarah Cooper
Go
Sarah Cooper
Paul Jones
Brian Harper
ASSIGNMENTS
Select an Assignment to view assignment text. Timed assignments will not display assignment text. Start a plan or view a saved plan. Start a response or view a previously submitted response attempt. You may revise any existing attempt. View available results for submitted attempts. Select a peer review name to review and comment on their submitted attempt.
Print
Assignment
Plan
Response
Results
Peer Review
Start Date
End Date
Status
Student Leader
Saved Draft - Nov 15, 2013 09:56:13 AM EST
Brian Harper
Paul Jones
Dec 06, 2013 02:52:59 PM EST
Oct 31, 2015 08:00:00 AM EDT
10 of 10 Attempts Available
Advice to Freshman
Nov 14, 2013 10:24:32 AM EST
Oct 31, 2015 08:00:00 AM EDT
10 of 10 Attempts Available
Special Place
Nov 14, 2013 10:21:12 AM EST
Oct 31, 2015 08:00:00 AM EDT
1 of 1 Attempts Available
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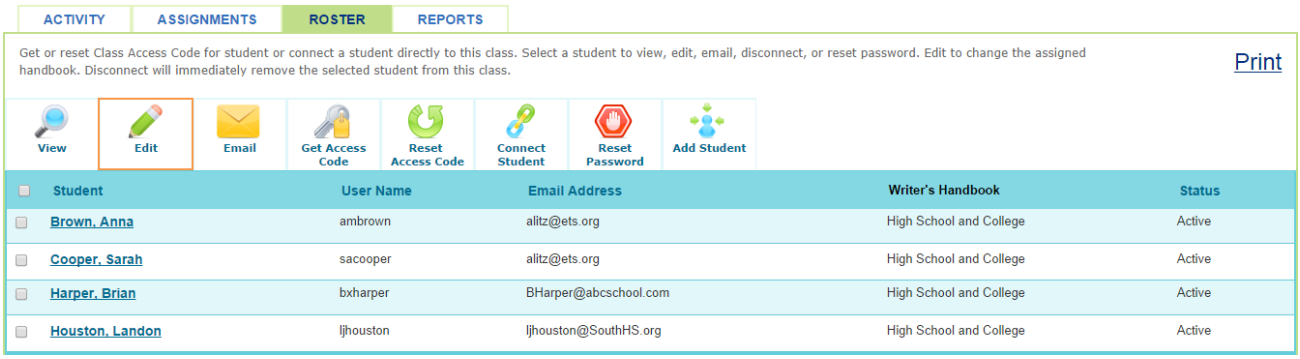
- Click on the drop-down menu next to the Roster field.
- Select the name of another student.
- Click **<Go>**. The Assignments information for the student you selected will appear.

4. To switch to roster information about another class:
   - Click on the Class drop-down menu at the top of the page.
   - Select the class you would like to view.
   - Click **<Go>**. The Activity information for the class you selected will appear. You can then proceed to the Roster tab of that page.

3.2.1.3.2 Edit Icon

The **Edit** icon lets the instructor change the Writer's Handbook used by each student in a class.



1. In the ***Roster*** tab of your class (see above), click in the box next to the student's name.

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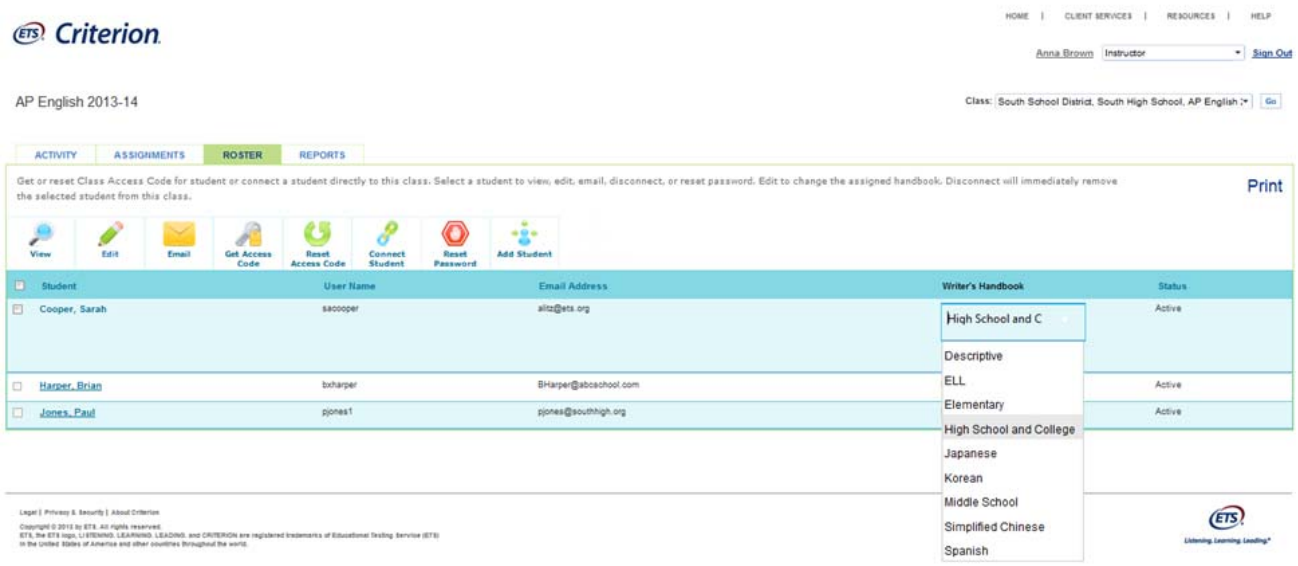
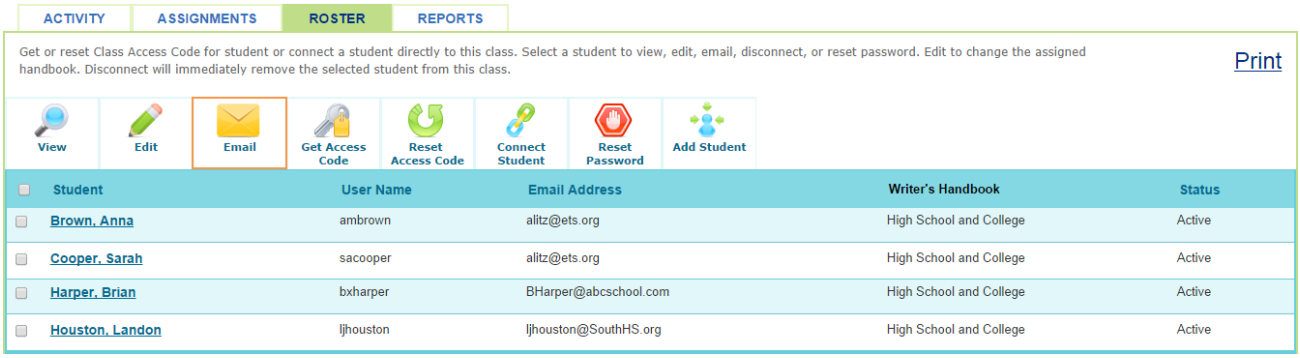
2. Click on the **Edit** icon. A drop-down menu will appear under the **Writer's Handbook** column on the line which contains the student's name (see example below).



3. Click on the name of the Writer's Handbook to be used by the student.
4. Click **<Save>**. A message will appear on the **Roster** tab notifying you that the handbook has been saved successfully.

3.2.1.3.3 Email Student Icon

The Instructor can send an email directly to any student in a class.



1. In the ***Roster*** tab of your class (see above), click in the box(es) next to the student name(s).
2. Click on the **Email** icon.

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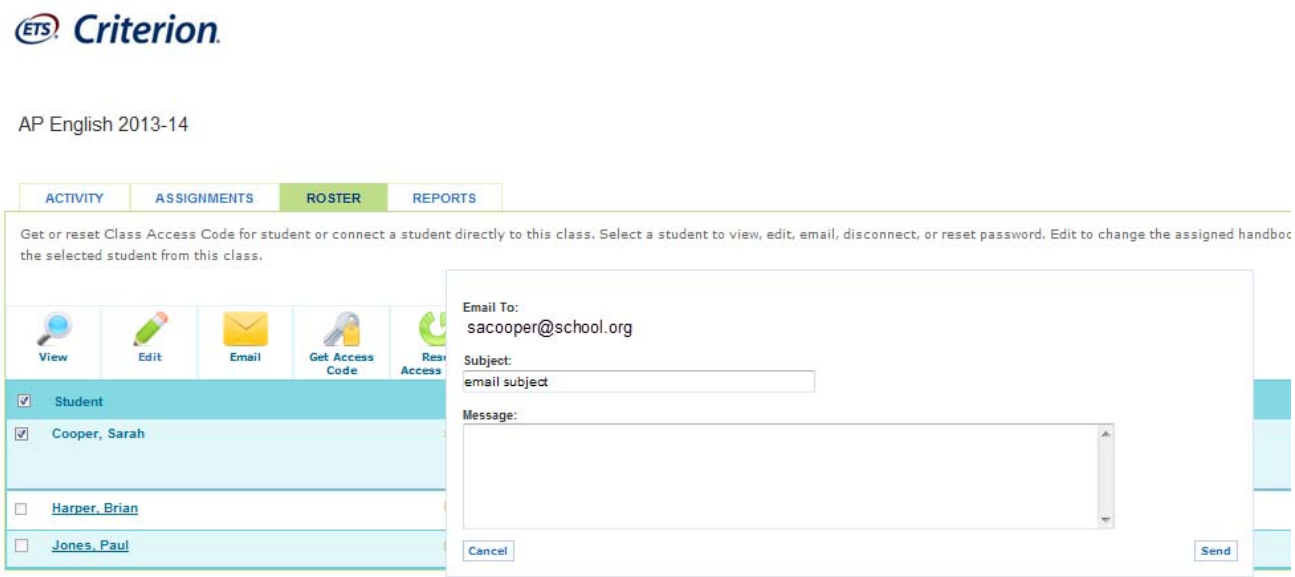
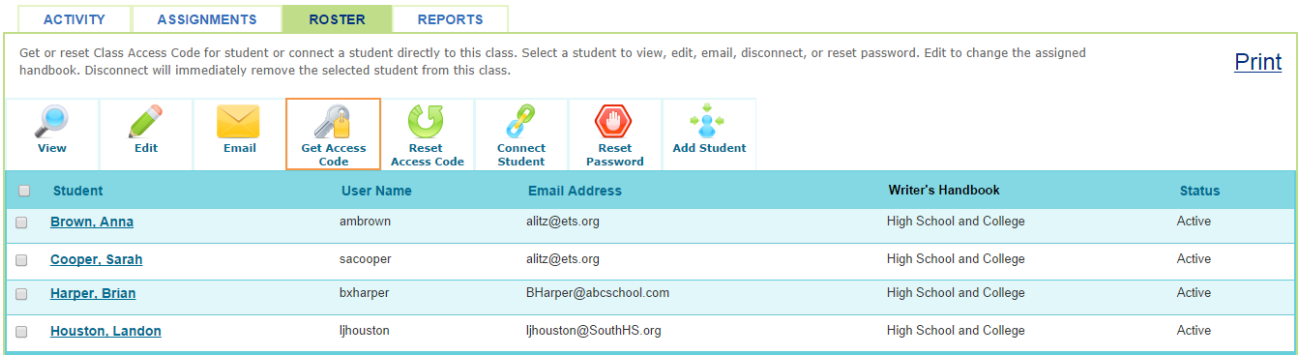


3.2.1.3.4 Access Code Icon

The Instructor can easily invite a student to join a class by sending the student an email with the class Access Code, or by printing the access code and providing it to the student. This will allow the student(s) to **self-register** for the class.

NOTE: Students will create a password and security question and answer if needing to create a **new *Criterion*®** account during the **self-registration** process. Instructors should document this information if wanting to have student passwords and security question and answers on record. For security reasons, this information is not viewable within ***Criterion*®** to any other end user besides the owner of the particular account.



1. In the ***Roster*** tab of your class (see above), click on the **Get Access Code** icon. Select "**Student**" from the pop up window and click **<Get Access Code>**.

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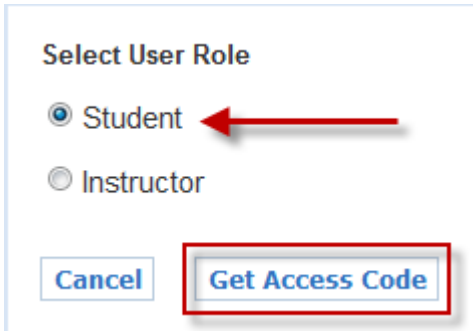
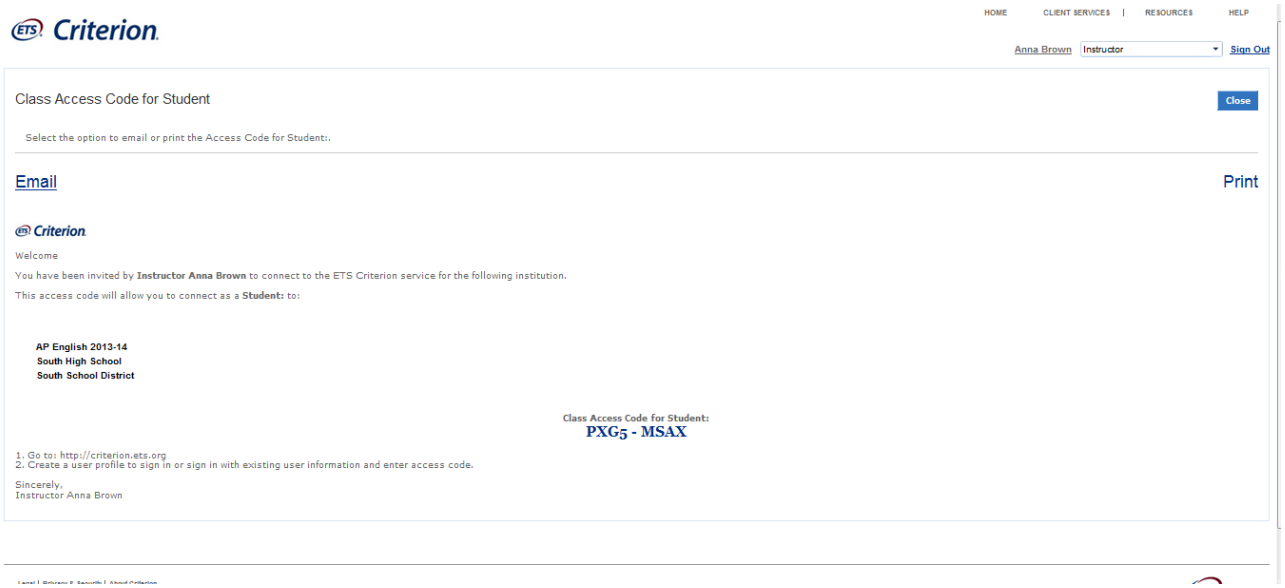
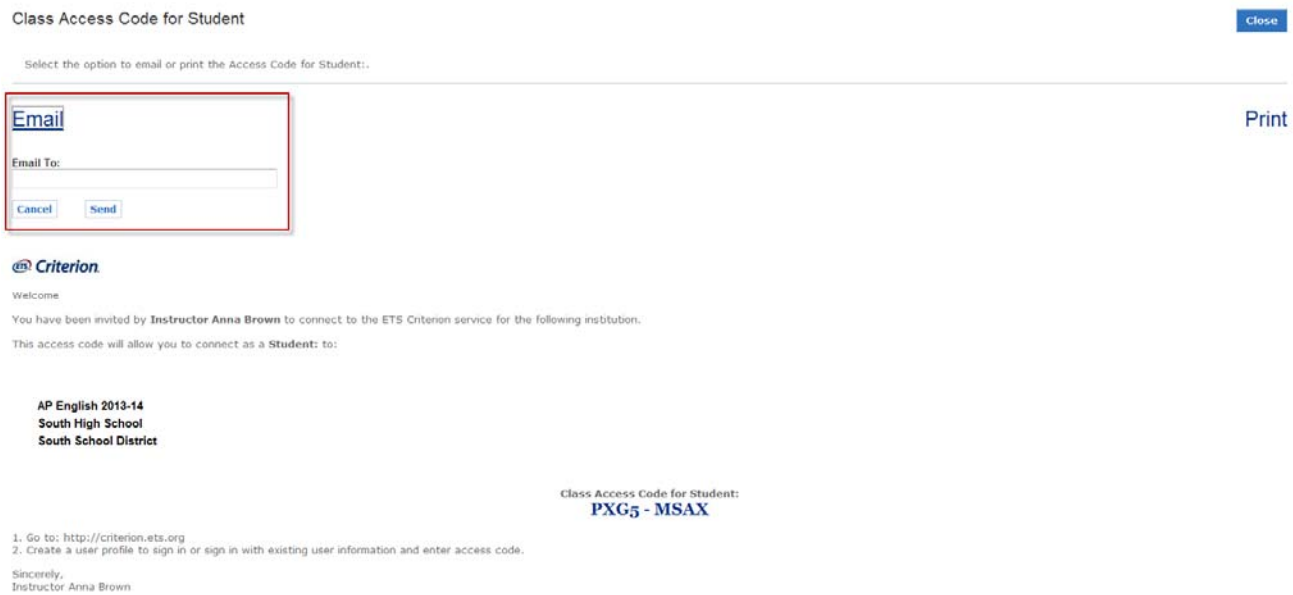


2. An invitation will appear onscreen (see below). The invitation includes the Instructor's name, the Class name, the Institution, the **required Access Code**, and the two-step instruction the student must follow when **self-registering** for the class.


Criterion
HOME
CLIENT SERVICES
RESOURCES
HELP
Anna Brown
Instructor
Sign Out
Class Access Code for Student
Close
Select the option to email or print the Access Code for Student:.
Email
Print
Criterion
Welcome
You have been invited by Instructor Anna Brown to connect to the ETS Criterion service for the following institution.
This access code will allow you to connect as a Student: to:
AP English 2013-14
South High School
South School District
Class Access Code for Student:
PXG5 - MSAX
1. Go to: http://criterion.ets.org
2. Create a user profile to sign in or sign in with existing user information and enter access code.
Sincerely,
Instructor Anna Brown

3. To email the invitation, click on the **<Email>** link at the top of the invitation. An Email field will appear.


Class Access Code for Student
Close
Select the option to email or print the Access Code for Student:.
Email
Email To:
Cancel
Send
Print
Criterion
Welcome
You have been invited by Instructor Anna Brown to connect to the ETS Criterion service for the following institution.
This access code will allow you to connect as a Student: to:
AP English 2013-14
South High School
South School District
Class Access Code for Student:
PXG5 - MSAX
1. Go to: http://criterion.ets.org
2. Create a user profile to sign in or sign in with existing user information and enter access code.
Sincerely,
Instructor Anna Brown

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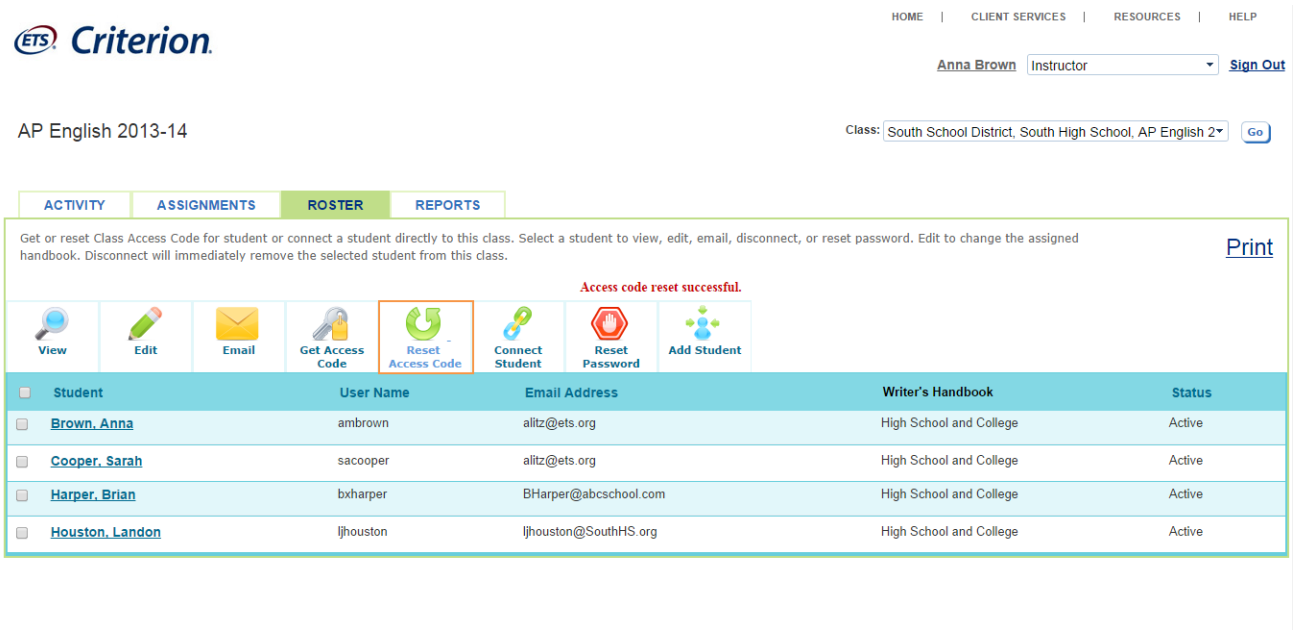
4. Enter email address(es)of the student(s) to be enrolled in the class in the "Email To" field.
5. Click **<Send>.**
6. To print the invitation, click the **<Print>** link at the top of the invitation.

3.2.1.3.5 Reset Access Code Icon

The Instructor may change the class access code by clicking the Reset Access Code icon. **NOTE:** Once the icon is clicked, Criterion will **immediately** generate a new access code. A message stating that the access code reset was successful will appear.


Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
AP English 2013-14
Class: South School District, South High School, AP English 2 Go
ACTIVITY ASSIGNMENTS ROSTER REPORTS
Get or reset Class Access Code for student or connect a student directly to this class. Select a student to view, edit, email, disconnect, or reset password. Edit to change the assigned handbook. Disconnect will immediately remove the selected student from this class.
Print
Access code reset successful.
View Edit Email Get Access Code Reset Access Code Connect Student Reset Password Add Student
Student User Name Email Address Writer's Handbook Status
Brown, Anna ambrown alitz@ets.org High School and College Active
Cooper, Sarah sacooper alitz@ets.org High School and College Active
Harper, Brian bxharper BHarper@abcschool.com High School and College Active
Houston, Landon ljhouston ljhouston@SouthHS.org High School and College Active

3.2.1.3.6 Connect Student Icon

The Instructor can search for a student in their institution **that already has as *Criterion*® account** and either **Connect** him/her directly to the class or email the student the Class Access Code. If a student is connected directly to the class, the class will appear on the student's ***Home*** page the next time that he/she logs in.

1. In the ***Roster*** tab of your class (see below), click in the **Connect Student** icon.

2. In the ***Connect*** screen that appears, enter the name, User Name, or email address of the student you are searching for in the field provided (see below).

NOTE: To view a list of all students within your institution that have ***Criterion***® accounts, leave the *Name* field blank.

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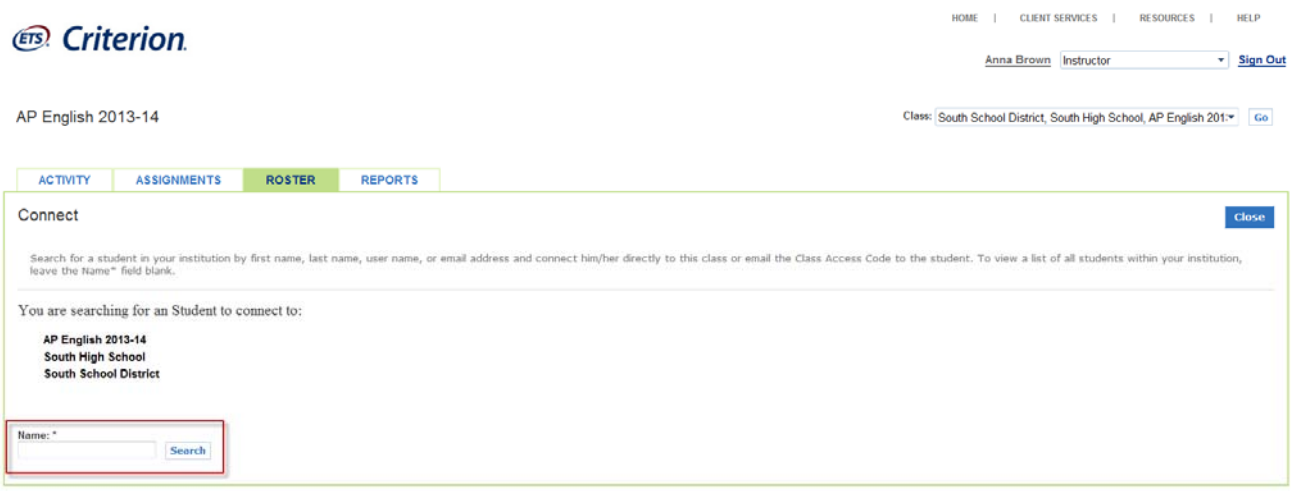
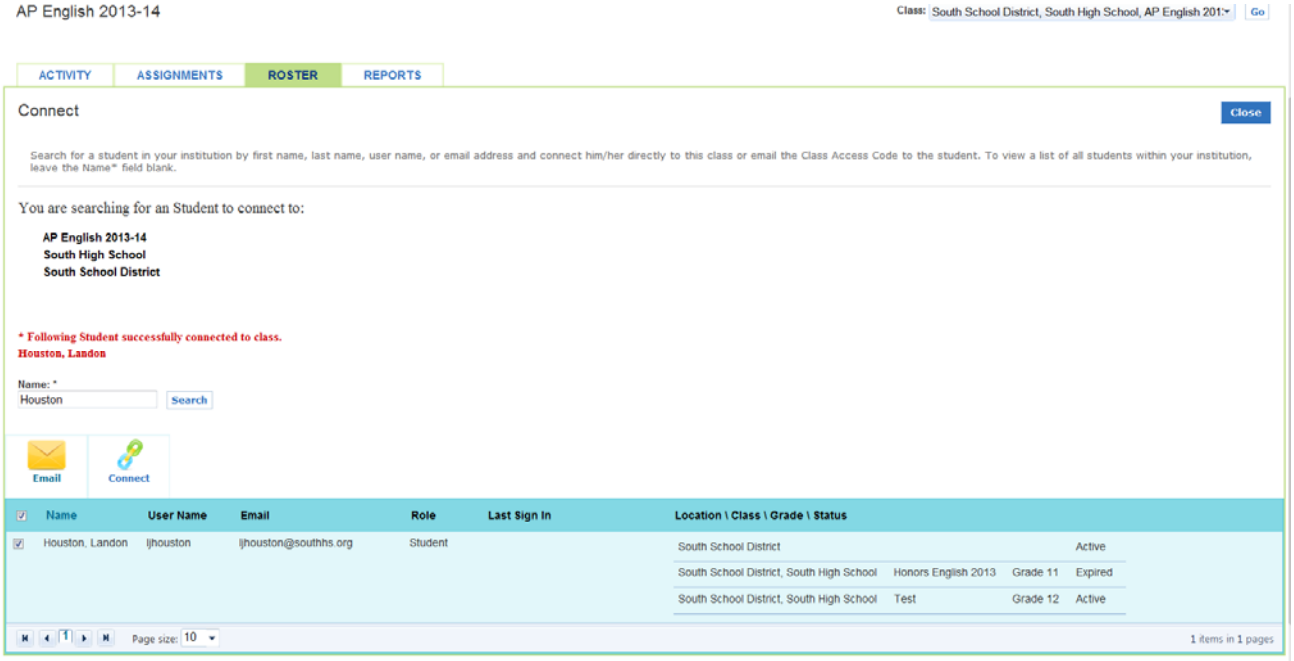

Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
AP English 2013-14
Class: South School District, South High School, AP English 201: Go
ACTIVITY ASSIGNMENTS ROSTER REPORTS
Connect
Close
Search for a student in your institution by first name, last name, user name, or email address and connect him/her directly to this class or email the Class Access Code to the student. To view a list of all students within your institution, leave the Name* field blank.
You are searching for an Student to connect to:
AP English 2013-14
South High School
South School District
Name: *
Search

3. Click **<Search>**. A list of results from your search will appear.
4. You can then select the box(es) next to the student name(s) to connect them to the class, or email them the access information (see below).
5. Click **<Connect>** to add the student to the class automatically.


AP English 2013-14
Class: South School District, South High School, AP English 201: Go
ACTIVITY ASSIGNMENTS ROSTER REPORTS
Connect
Close
Search for a student in your institution by first name, last name, user name, or email address and connect him/her directly to this class or email the Class Access Code to the student. To view a list of all students within your institution, leave the Name* field blank.
You are searching for an Student to connect to:
AP English 2013-14
South High School
South School District
* Following Student successfully connected to class.
Houston, Landon
Name: *
Houston
Search
Email
Connect
Name User Name Email Role Last Sign In Location \ Class \ Grade \ Status
Houston, Landon ljhouston ljhouston@southhs.org Student
South School District Active
South School District, South High School Honors English 2013 Grade 11 Expired
South School District, South High School Test Grade 12 Active
Page size: 10
1 items in 1 pages

6. Clicking **<Close>** will return you to the Class Roster page.

IMPORTANT NOTE: If a student appearing in a class' roster must be disconnected from that particular class or if the student's username should be permanently purged from Criterion, please contact *Criterion*® *Support*.

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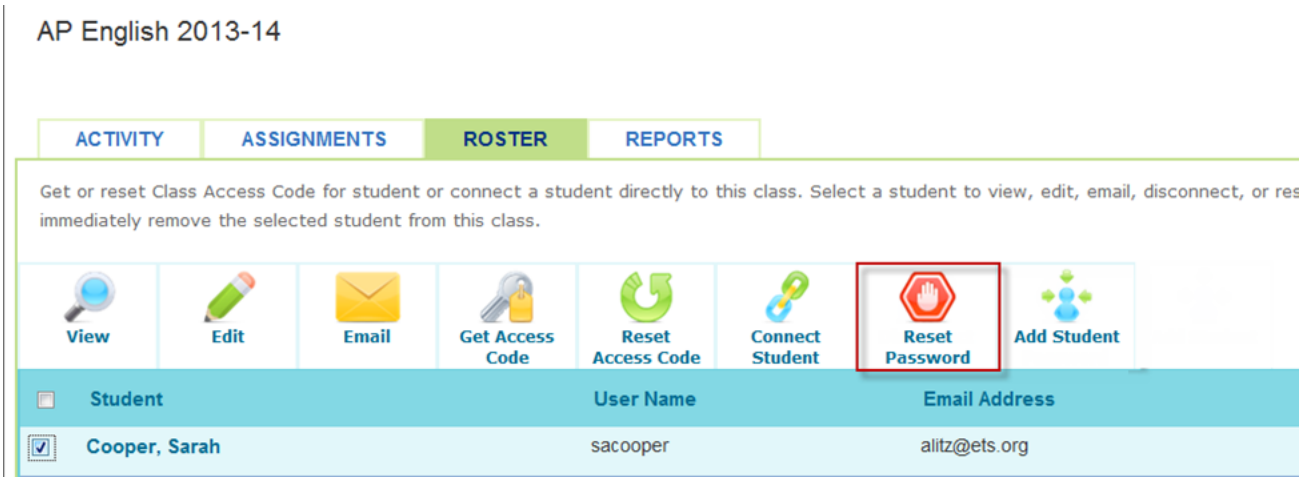
3.2.1.3.7 Reset Password Icon

The Instructor can reset a student's password and provide them with a temporary password.

NOTE: Students that enter a temporary password will be prompted to answer the security question he/she previously created, followed by a new password. If the answer to the security question is unknown please contact ***Criterion® Support.***

1. In the ***Roster*** tab (see below), click in the box next to the student's name.



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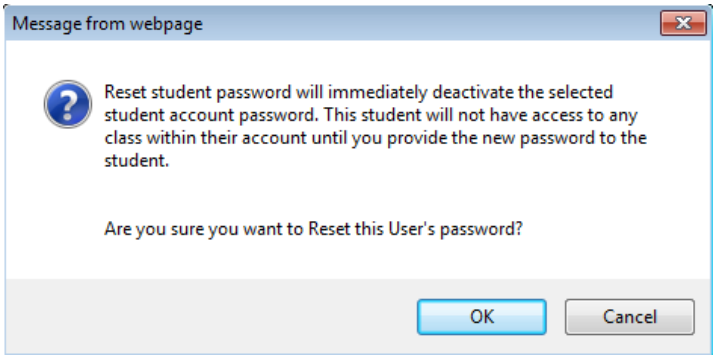
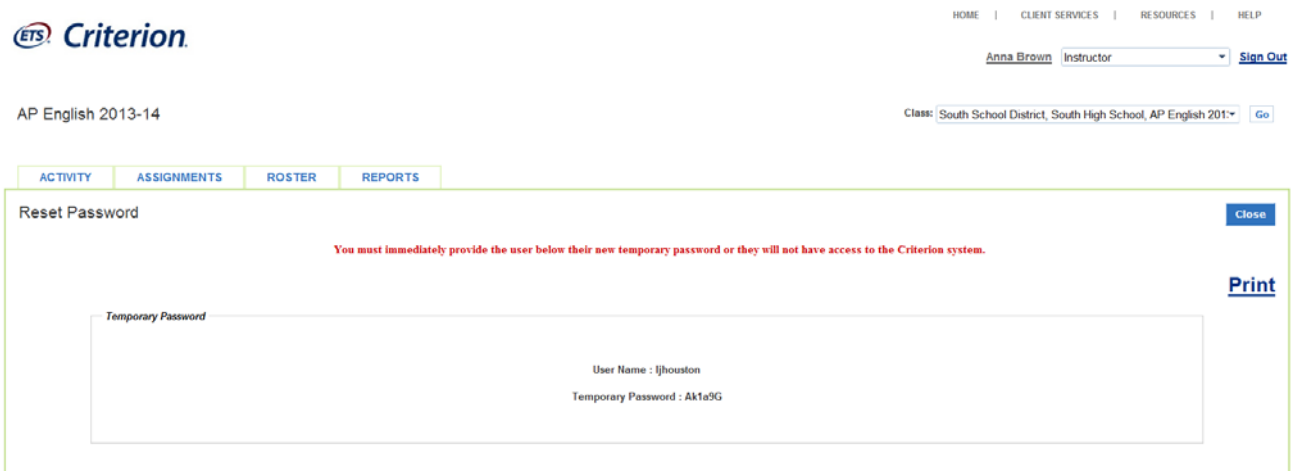
2. Click on the **Reset Password** icon. The message box below will appear.

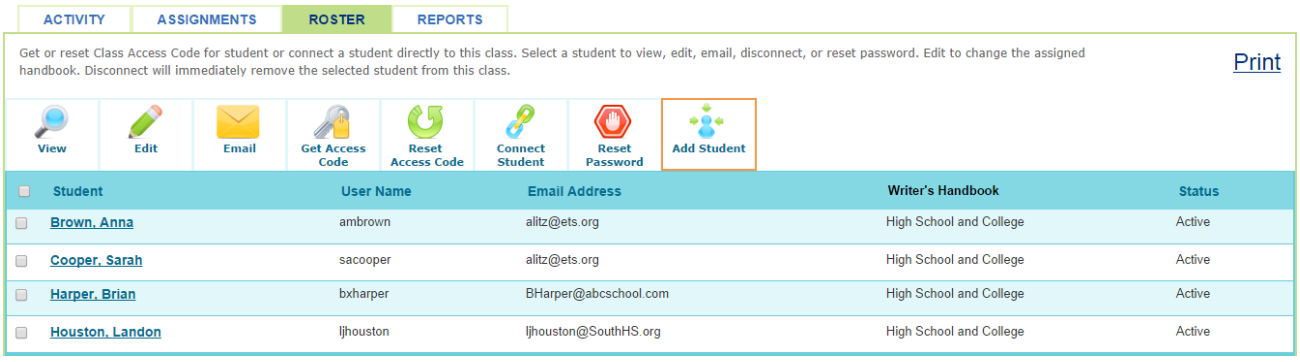

Message from webpage
Reset student password will immediately deactivate the selected student account password. This student will not have access to any class within their account until you provide the new password to the student.
Are you sure you want to Reset this User's password?
OK
Cancel

3. Click **<OK>** in the message box.
4. The ***Reset Password*** screen (shown below) appears. It contains the student's User Name and a Temporary Password. The Instructor needs to provide the student with this temporary password or the student will be unable to access the Criterion system.


Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
AP English 2013-14
Class: South School District, South High School, AP English 201: Go
ACTIVITY ASSIGNMENTS ROSTER REPORTS
Reset Password
Close
You must immediately provide the user below their new temporary password or they will not have access to the Criterion system.
Print
Temporary Password
User Name : ljhouston
Temporary Password : Ak1a9G

3.2.1.3.8 Add Student Icon

Instead of students self-registering for a class, another way to register **new** students to a class is by using the **Add Student** function. *Note: To Import students into ***Criterion***®, contact your local administrator.


ACTIVITY ASSIGNMENTS ROSTER REPORTS
Get or reset Class Access Code for student or connect a student directly to this class. Select a student to view, edit, email, disconnect, or reset password. Edit to change the assigned handbook. Disconnect will immediately remove the selected student from this class.
Print
View
Edit
Email
Get Access Code
Reset Access Code
Connect Student
Reset Password
Add Student
Student
User Name
Email Address
Writer's Handbook
Status
Brown, Anna ambrown alitz@ets.org High School and College Active
Cooper, Sarah sacooper alitz@ets.org High School and College Active
Harper, Brian bxharper BHarper@abcschool.com High School and College Active
Houston, Landon ljhouston ljhouston@SouthHS.org High School and College Active

1. In the Roster tab of your class (see above), click the **Add Student** icon located on the task bar. *The **Create User Account** page will display (see below).

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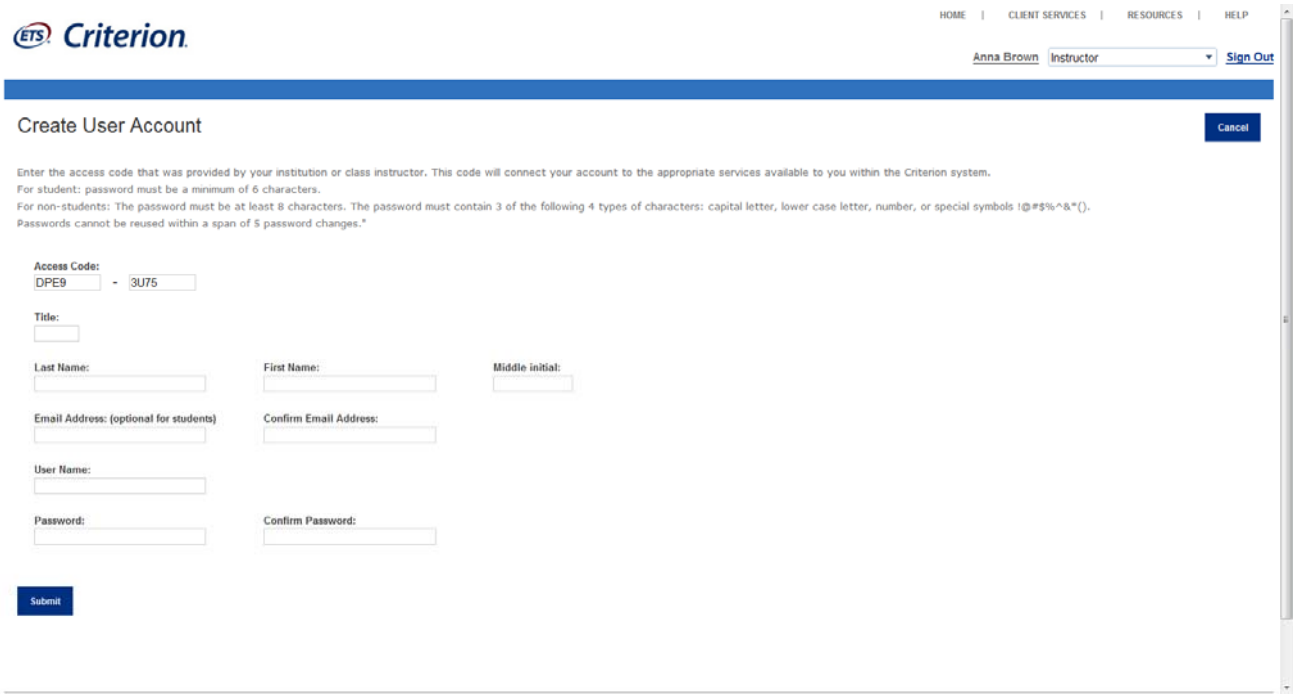
Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
Create User Account
Cancel
Enter the access code that was provided by your institution or class instructor. This code will connect your account to the appropriate services available to you within the Criterion system.
For student: password must be a minimum of 6 characters.
For non-students: The password must be at least 8 characters. The password must contain 3 of the following 4 types of characters: capital letter, lower case letter, number, or special symbols !@#$%^&*().
Passwords cannot be reused within a span of 5 password changes.*
Access Code:
DPE9 - 3U75
Title:
Last Name:
First Name:
Middle initial:
Email Address: (optional for students)
Confirm Email Address:
User Name:
Password:
Confirm Password:
Submit

2. *To **Create a User Account** for a student, complete the following fields with the student's information:

- The Access Code field automatically populates with the Access Code for the selected class.
- The Title field (optional)
- Enter the student's first and last name
- An Email Address for the student
- Username
- Password

NOTE: The password entered on this screen is a temporary password. **This temporary password must be documented by the instructor at this time in order to provide it to the student**, as the temporary password will NOT be viewable after the student is added to the class. If this temporary password is forgotten, then the student's password will have to be reset.

NOTE: When a student logs in with this User Name and Password, **students will be prompted to create a permanent password and create a security question and answer**. Instructors should document this information if wanting to have student passwords and security question/answers on record.

3. Once all necessary fields have been completed, click the **Submit** button. *The **Create User Account** page refreshes to display a message indicating the user account has been created successfully. The instructor can then create another student account or click the **Cancel** button to return to the **Roster** page.

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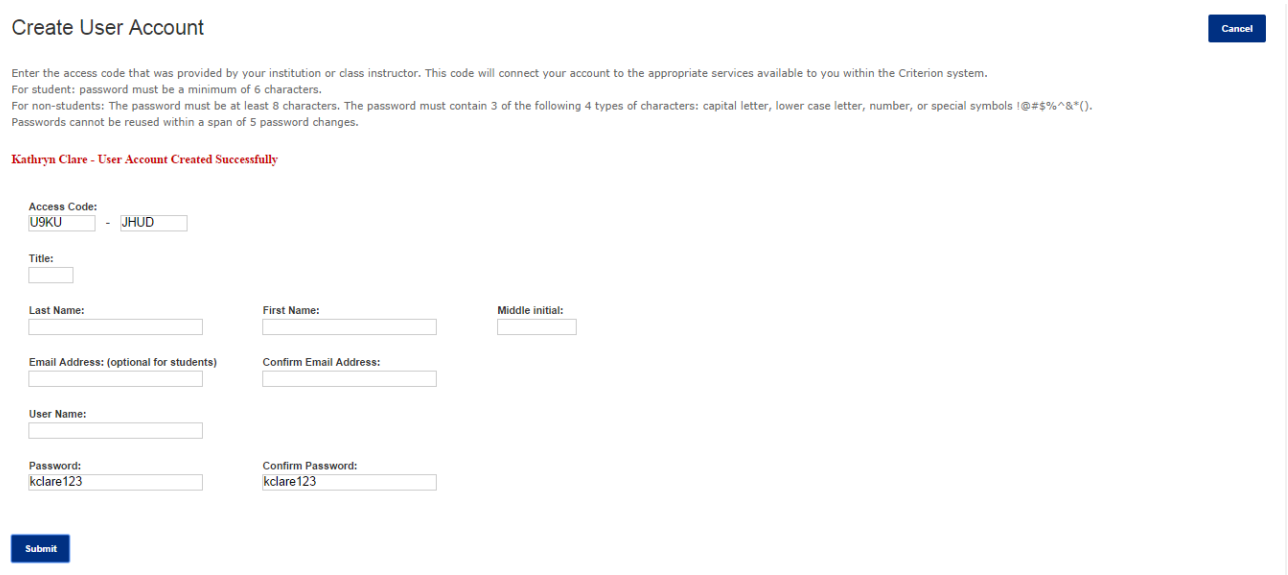
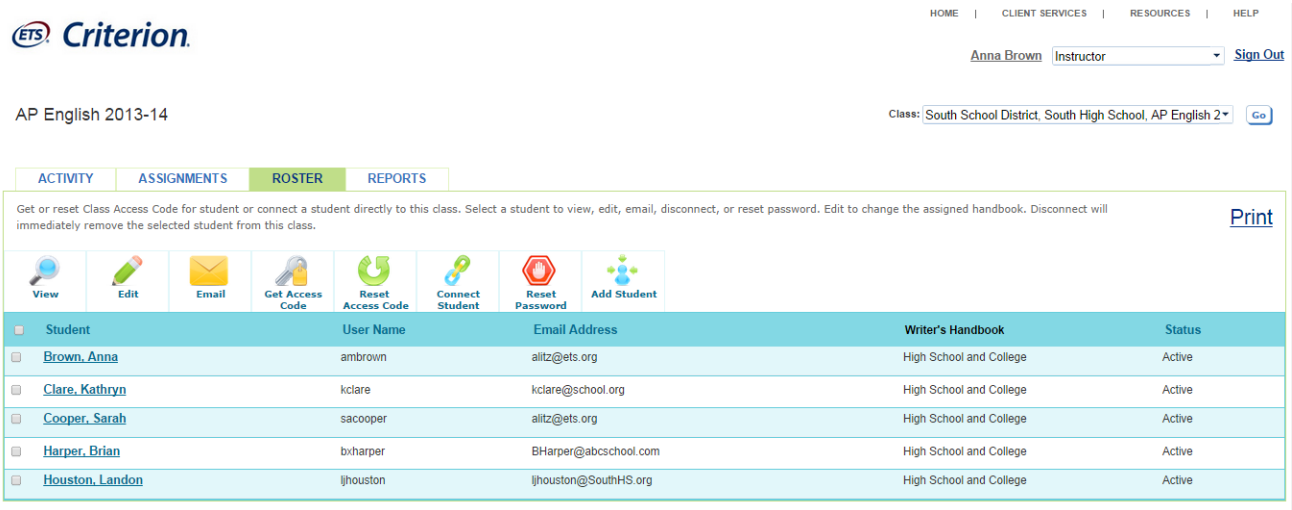

Create User Account
Cancel
Enter the access code that was provided by your institution or class instructor. This code will connect your account to the appropriate services available to you within the Criterion system.
For student: password must be a minimum of 6 characters.
For non-students: The password must be at least 8 characters. The password must contain 3 of the following 4 types of characters: capital letter, lower case letter, number, or special symbols !@#$%^&*().
Passwords cannot be reused within a span of 5 password changes.
Kathryn Clare - User Account Created Successfully
Access Code:
U9KU - JHUD
Title:
Last Name:
First Name:
Middle initial:
Email Address: (optional for students)
Confirm Email Address:
User Name:
Password:
kclare123
Confirm Password:
kclare123
Submit

4. After creating a user account for the student, *the **Roster** page for the selected class updates to display the student's name.


Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
AP English 2013-14
Class: South School District, South High School, AP English 2 Go
ACTIVITY ASSIGNMENTS ROSTER REPORTS
Get or reset Class Access Code for student or connect a student directly to this class. Select a student to view, edit, email, disconnect, or reset password. Edit to change the assigned handbook. Disconnect will immediately remove the selected student from this class.
Print
View Edit Email Get Access Code Reset Access Code Connect Student Reset Password Add Student
Student User Name Email Address Writer's Handbook Status
Brown, Anna ambrown alitz@ets.org High School and College Active
Clare, Kathryn kclare kclare@school.org High School and College Active
Cooper, Sarah sacooper alitz@ets.org High School and College Active
Harper, Brian bxharper BHarper@abcschool.com High School and College Active
Houston, Landon ljhouston ljhouston@SouthHS.org High School and College Active

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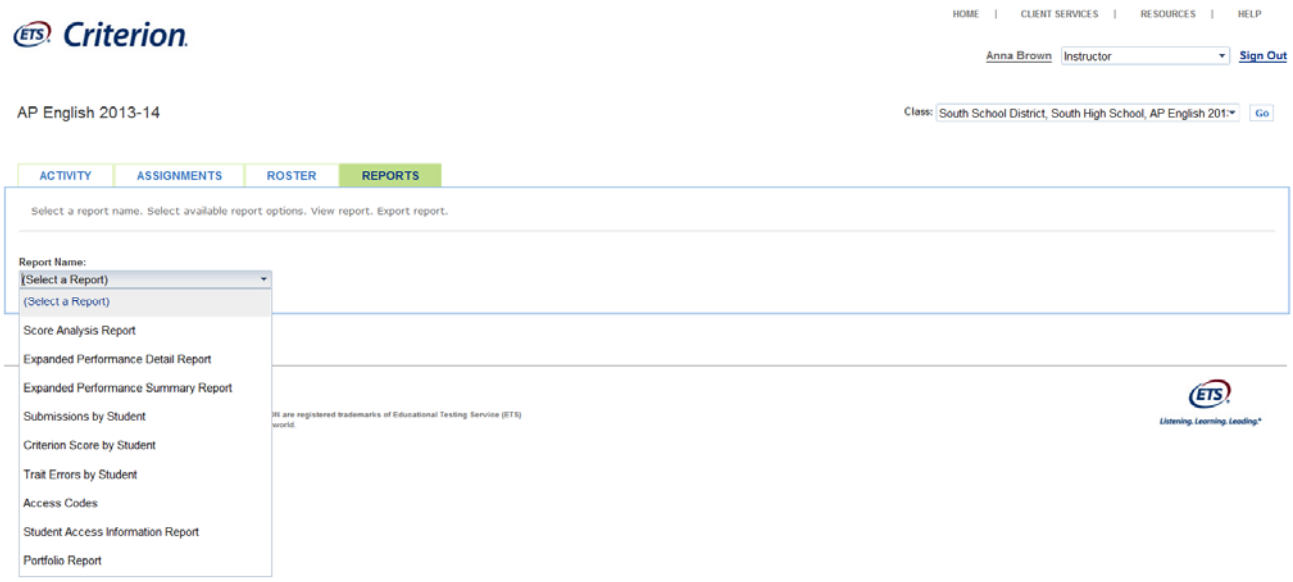
3.2.1.4 View – Reports Tab

The Reports tab of your class provides instructors with snapshots of student activity and results. Select the report you would like to view from the dropdown menu titled, "Report Name." Use the various options to set the parameters of the report. The **Delivery Mode** for each report allows you to Export the data to Excel, Email the report, or Review the data on screen. For a detailed description of the Criterion Score and Trait Errors, please visit the **Writer's Handbook**.



- **Score Analysis Report**- Displays assignment question(s), essay responses of students, including comments and dialogue between the students, instructor, &/or peer reviewers. Assignment Question
- **Expanded Performance Detail Report:** Displays assignment question(s), essay responses of students, and Footnotes identifying all errors within each trait level type; Word Choice, Conventions (such as Grammar, Usage and Mechanics), and Organization, Development, and Style.
- **Expanded Performance Summary Report:** Displays assignment question(s), essay responses of students, and their correlating Criterion score and total quantity of errors in Trait Feedback Analysis.
- **Submissions by Student**- Displays the number of submissions used by each student within the time frame specified.
- ***Criterion*® Score by Student**- Shows students' total essay submissions (attempts) and average ***Criterion***® scores within the parameters that were set.
- **Trait Errors by Student**- Shows a count of each trait error category and type, as well as percentages of responses with errors.
- **Access Codes**- Provides class access information for Instructors and Students.
- **Student Access Information Report**- Displays information for Active students, such as the Student's name, ***Criterion***® User Name, Last Sign in Date, as well as the name of the student's school and class.
- **Portfolio**- Creates an Excel file of students' portfolios. The file may be exported or emailed to a recipient.

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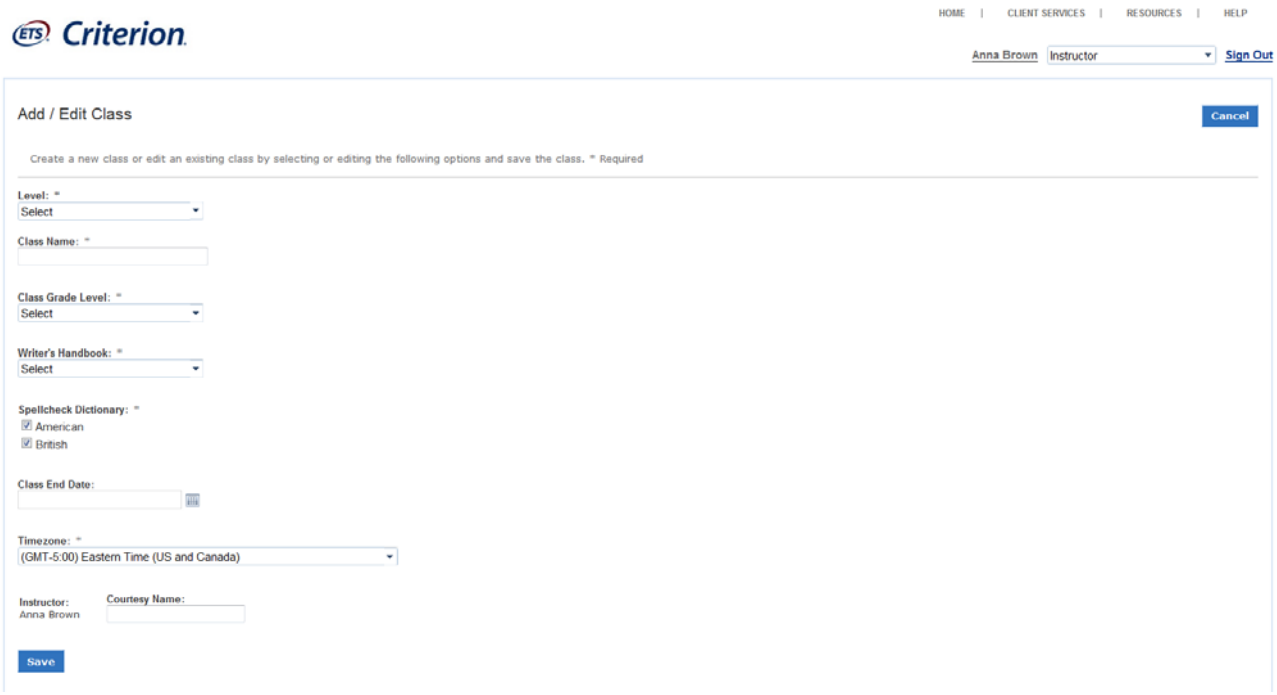
IMPORTANT NOTE: Sections **3.2.2** through **3.2.8 refer to activities to be performed from the Instructor's *Home* page.**

3.2.2 Add a Class

From the instructor's ***Home*** page, click on the **Add** icon to create a new class. It is the only icon that can be used without having to click in a box next to a class.

1. On your ***Home*** page, click on the **Add** icon.
2. In the ***Add/Edit Class*** screen that appears (see below), use the drop-down menus and data entry fields to provide the required class information.



- **Class Name** - ***Please Note:** The Class Name must be unique to your school and cannot be reused year after year. As a best practice, include the current school year after the class name
- **Class Grade Level** - Use the drop-down arrow to specify a **Grade Level**.
- **Writer's Handbook** - Choose the **Writer's Handbook** that best meets the needs of the entire class. Writer's Handbooks provide expanded commentaries and feedback, as well as suggestions for ways to respond to an error or comment.
- **Spell Check Dictionary** - By default, both dictionaries are selected. Deselect the dictionary that you do not wish to use.
- **Class End Date** - This is not mandatory. Should you choose to enter an end date, students will no longer be able to submit new work in the class when this date arrives.

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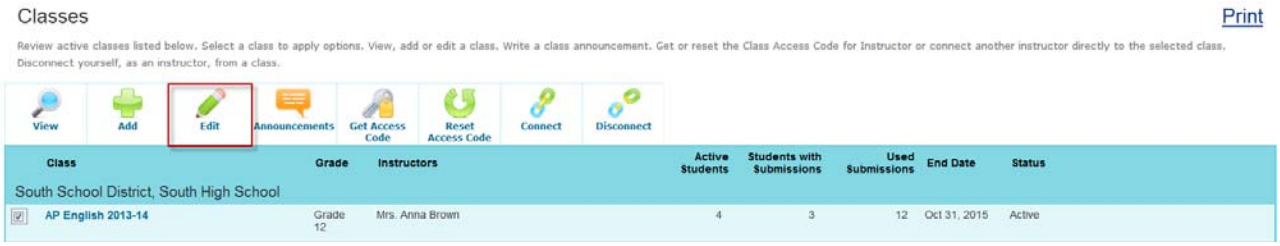
- **Time zone** - The appropriate time zone appears by default. Verify and change if necessary.
- **Courtesy Name** - If you would like for students to address you by a specific name, enter the name in the **Courtesy Name** field.

3. Click **<Save>** at the bottom of the screen.
4. **Criterion**® will return you to your ***Home*** page, where the new class is displayed.

3.2.3 Edit a Class

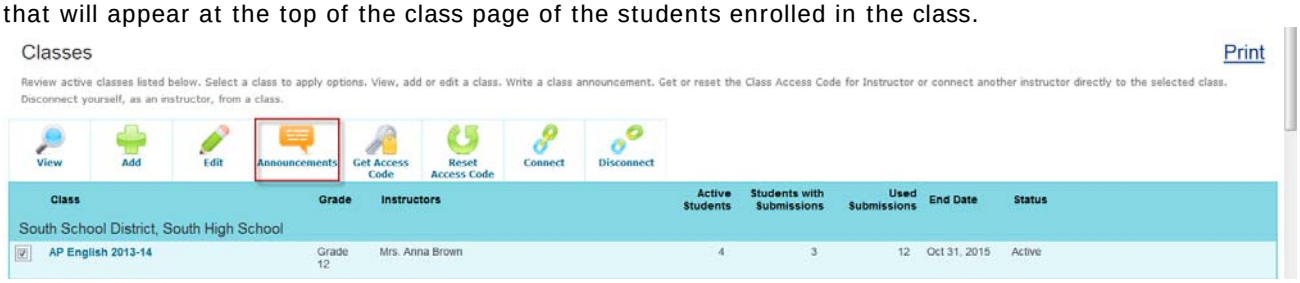
Clicking on the **Edit** icon lets an Instructor edit a class from his/her ***Home*** page.



1. From your ***Home*** page, click in the box next to the class that you want to edit.
2. Click on the **Edit** icon.
3. In the ***Add/Edit Class*** screen that appears, follow the steps described in section 3.2.2 Add a Class
4. Click **<Save>** at the bottom of the screen.
5. Criterion will return you to your ***Home*** page, where the message "Class Saved Successfully," will appear.

3.2.4 Create an Announcement

Clicking on the **Announcement** icon on the ***Home*** page allows the Instructor to create announcements that will appear at the top of the class page of the students enrolled in the class.



1. From your ***Home*** page, click in the box next to the class that you would like to create the announcement for (see example above).
2. Click on the **Announcement** icon.
3. The ***Announcements*** screen (see below) will appear.

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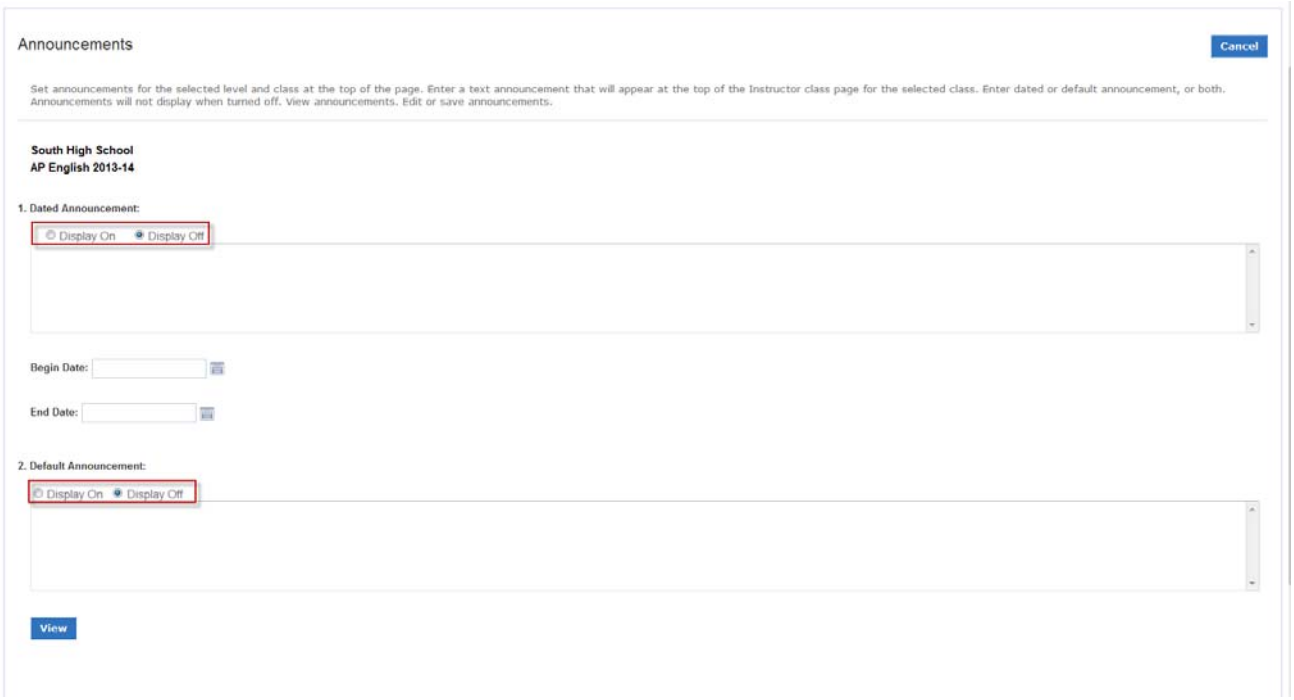
Announcements
Cancel
Set announcements for the selected level and class at the top of the page. Enter a text announcement that will appear at the top of the Instructor class page for the selected class. Enter dated or default announcement, or both. Announcements will not display when turned off. View announcements. Edit or save announcements.
South High School
AP English 2013-14
1. Dated Announcement:
Display On
Display Off
Begin Date:
End Date:
2. Default Announcement:
Display On
Display Off
View

4. To display an announcement to a class, click in the box next to "Display On".

NOTE: You can keep an announcement but not have it display by clicking on the **<Display off>** button.

5. In the ***Dated Announcement*** field, enter the text of the announcement that you want displayed in the **Notes** section of each student's ***Class*** page.
6. Use the drop-down menus to set the beginning and end dates for the announcement to display.
7. You can also create a ***Default Announcement*** to be used at your discretion. In the Default Announcement section, follow the same steps as those used for a Dated Announcement, noting that a Begin and End Date are not required for a Default Announcement.
8. Click **<View>** to proceed to the next page. You may edit or save your announcements. Clicking **<Edit>** will return you to the announcement creation page. Clicking **<Save>** will post the announcement to the students' class page for the selected class.

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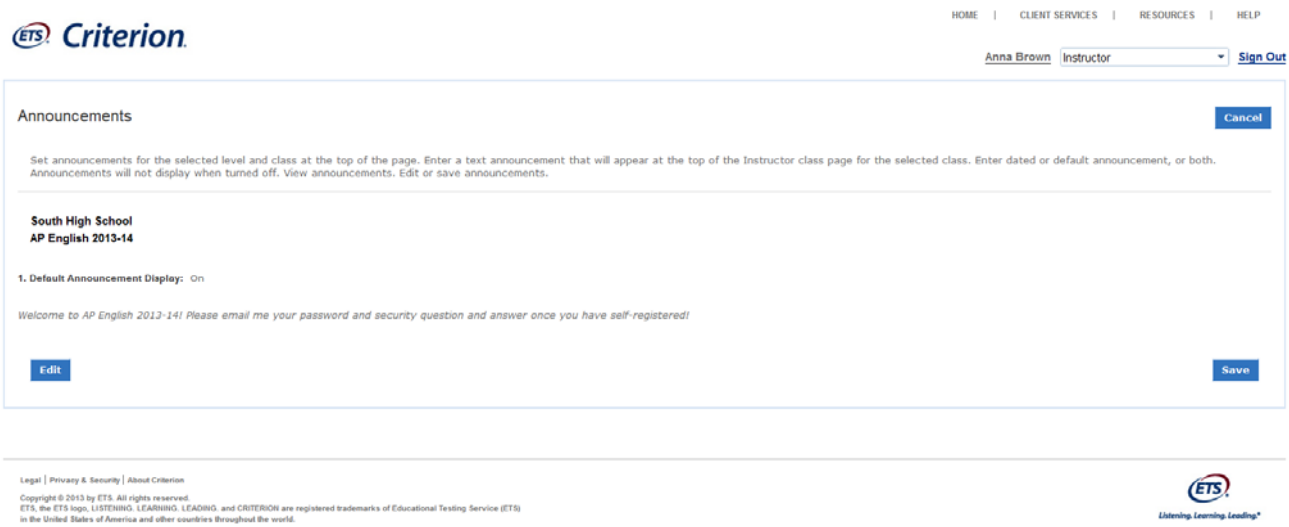
Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
Announcements
Cancel
Set announcements for the selected level and class at the top of the page. Enter a text announcement that will appear at the top of the Instructor class page for the selected class. Enter dated or default announcement, or both. Announcements will not display when turned off. View announcements. Edit or save announcements.
South High School
AP English 2013-14
1. Default Announcement Display: On
Welcome to AP English 2013-14! Please email me your password and security question and answer once you have self-registered!
Edit
Save
Legal | Privacy & Security | About Criterion
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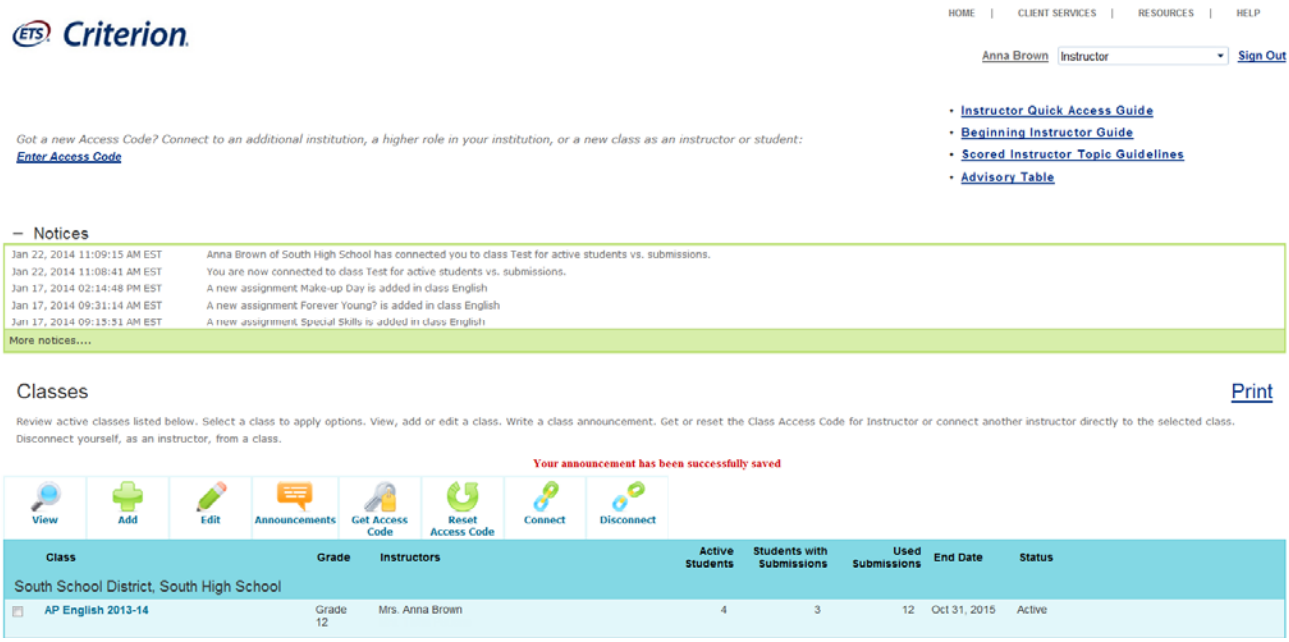
9. Click **<Save>** and you will be brought back to your ***Home*** page, and the message, "Your announcement has been successfully saved" will display.


Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
Got a new Access Code? Connect to an additional institution, a higher role in your institution, or a new class as an instructor or student:
Enter Access Code
Instructor Quick Access Guide
Beginning Instructor Guide
Scored Instructor Topic Guidelines
Advisory Table
– Notices
Jan 22, 2014 11:09:15 AM EST Anna Brown of South High School has connected you to class Test for active students vs. submissions.
Jan 22, 2014 11:08:41 AM EST You are now connected to class Test for active students vs. submissions.
Jan 17, 2014 02:14:48 PM EST A new assignment Make-up Day is added in class English
Jan 17, 2014 09:31:14 AM EST A new assignment Forever Young? is added in class English
Jan 17, 2014 09:15:51 AM EST A new assignment Special Skills is added in class English
More notices....
Classes
Print
Review active classes listed below. Select a class to apply options. View, add or edit a class. Write a class announcement. Get or reset the Class Access Code for Instructor or connect another instructor directly to the selected class. Disconnect yourself, as an instructor, from a class.
Your announcement has been successfully saved
View
Add
Edit
Announcements
Get Access Code
Reset Access Code
Connect
Disconnect
Class
Grade
Instructors
Active Students
Students with Submissions
Used Submissions
End Date
Status
South School District, South High School
AP English 2013-14
Grade 12
Mrs. Anna Brown
4
3
12
Oct 31, 2015
Active

3.2.5 Provide a Class Access Code

Clicking on the **Access Code** from the Instructor's ***Home*** page icon allows the Instructor to send the class Access Code to other Instructors so that they can be registered as instructors for the same class as well.

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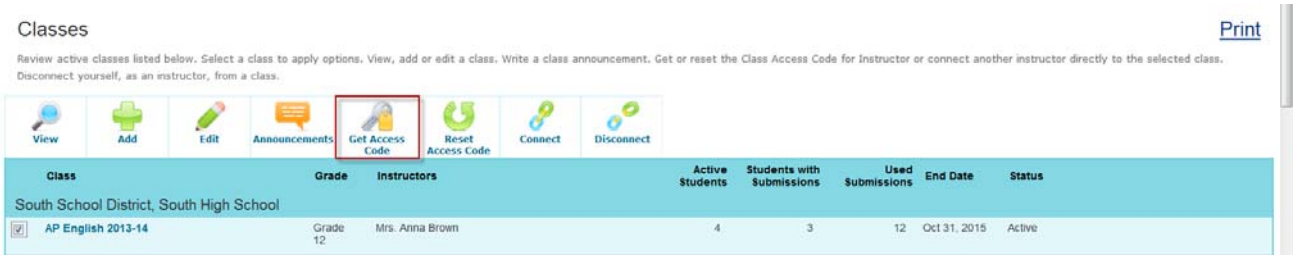
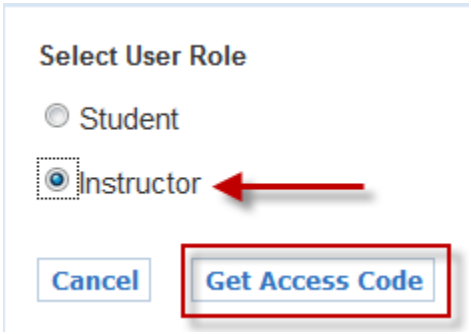


1. From your ***Home*** page, click in the box next to the class for which you want to send the Access Code.
2. Click on the **Access Code** icon. Select "**Instructor**" from the pop up window and click **<Get Access Code>**.

IMPORTANT NOTE: This section provides instruction for obtaining an access code to invite another *instructor* to join your class. The **Access Code** icon on the instructor's ***Home*** page also allows an instructor invite a student to join the class. See section 3.2.1.3.4 for steps to obtaining a class access code for a *Student* to join the class after completing the self-registration process.



3. An invitation will appear onscreen (see below). The invitation includes the Instructor's name, the Class name, the Institution, the **required Access Code**, and the two-step instruction the Instructor must follow in order join the class as an Instructor.

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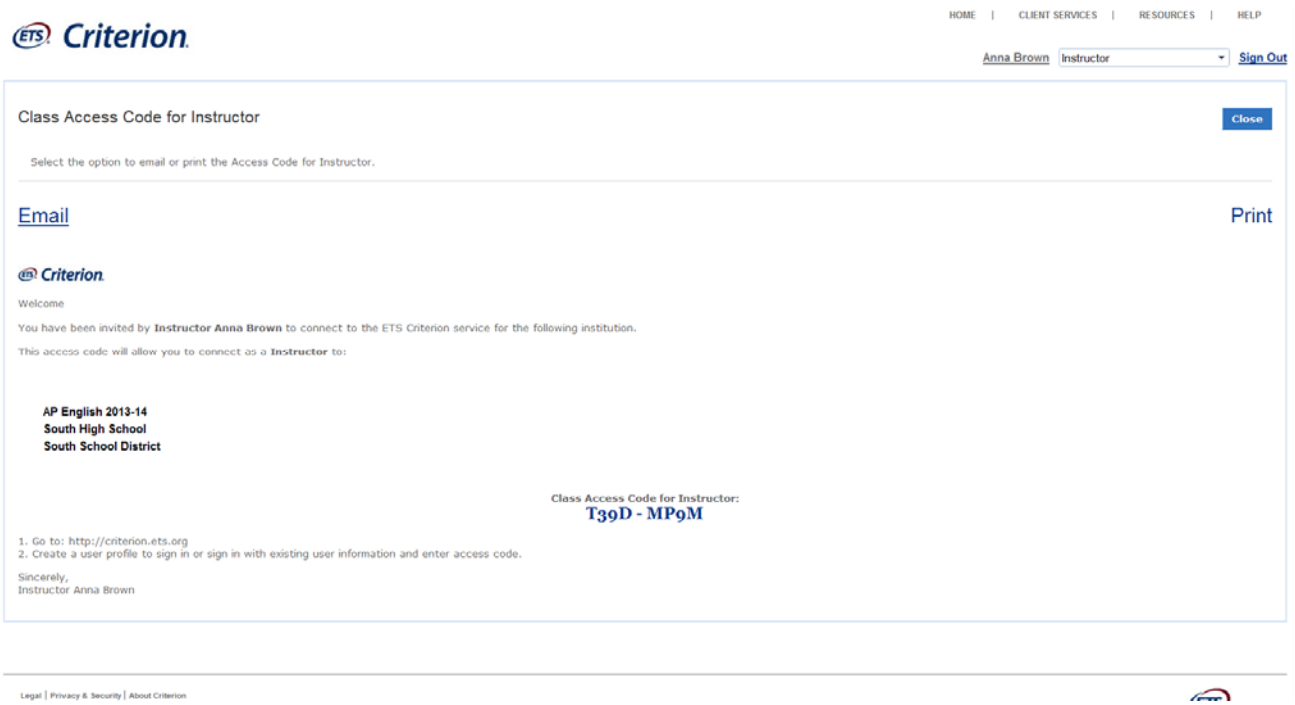
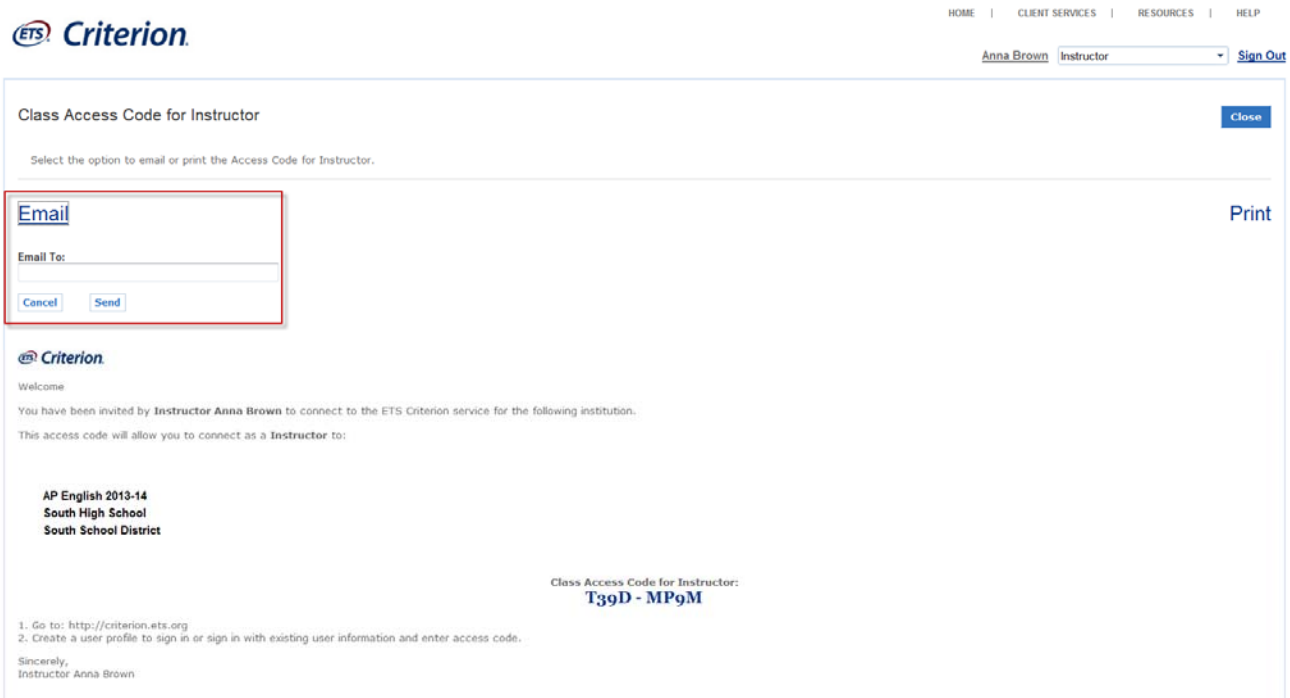

Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
Class Access Code for Instructor
Close
Select the option to email or print the Access Code for Instructor.
Email
Print
Criterion
Welcome
You have been invited by Instructor Anna Brown to connect to the ETS Criterion service for the following institution.
This access code will allow you to connect as a Instructor to:
AP English 2013-14
South High School
South School District
Class Access Code for Instructor:
T39D - MP9M
1. Go to: http://criterion.ets.org
2. Create a user profile to sign in or sign in with existing user information and enter access code.
Sincerely,
Instructor Anna Brown
Legal | Privacy & Security | About Criterion

4. To email the invitation, click on the **<Email>** link at the top of the invitation. An Email field will appear.


Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
Class Access Code for Instructor
Close
Select the option to email or print the Access Code for Instructor.
Email
Email To:
Cancel
Send
Print
Criterion
Welcome
You have been invited by Instructor Anna Brown to connect to the ETS Criterion service for the following institution.
This access code will allow you to connect as a Instructor to:
AP English 2013-14
South High School
South School District
Class Access Code for Instructor:
T39D - MP9M
1. Go to: http://criterion.ets.org
2. Create a user profile to sign in or sign in with existing user information and enter access code.
Sincerely,
Instructor Anna Brown

5. In the space provided, enter the email address of the Instructor that should also be teaching the class.
6. Click **<Send>**
7. To email the invitation, click on the **<Print>** link at the top of the invitation.

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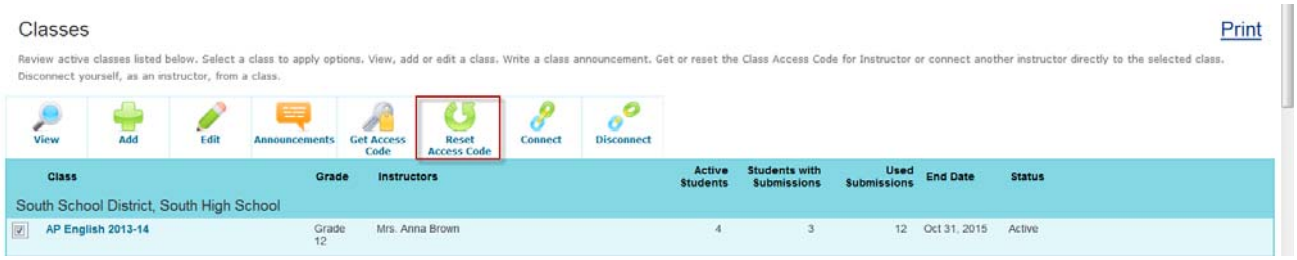
3.2.6 Reset an Access Code

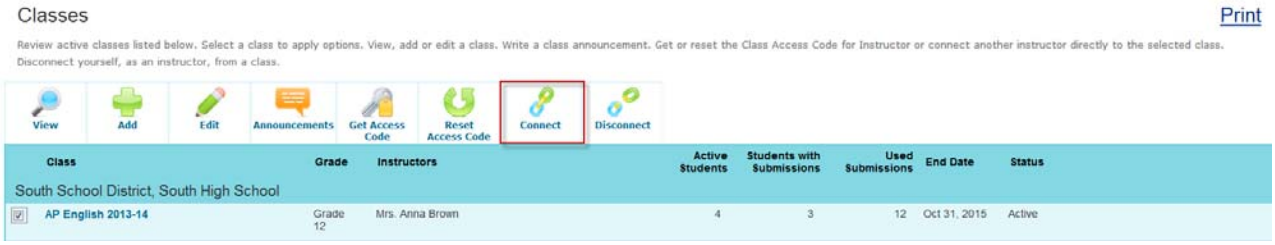
From the instructor's ***Home*** page, the Instructor can change the class access code by clicking the **Reset Access Code** icon. **NOTE:** Once the icon is clicked, Criterion will **immediately** generate a new access code. A message stating that the access code reset was successful will appear.



3.2.7 Connect

The Instructor can search for an instructor in their institution **that already has a *Criterion*® account** and either **Connect** them as an instructor directly to the class, Email the Instructor the Class Access Code, or Reset the Instructor's password. If an Instructor is connected directly to the class, the class will appear on the Instructor's ***Home*** page the next time that he/she logs in.

1. From your ***Home*** page, click in the box next to the class for which you want to find an Instructor and then click on the **Connect** icon.



2. In the ***Connect*** screen that appears, enter the name, User Name, or email address of the instructor you are searching for in the field provided (see below).

NOTE: To view a list of all instructors within your institution that have ***Criterion***® accounts, leave the *Name* field blank.

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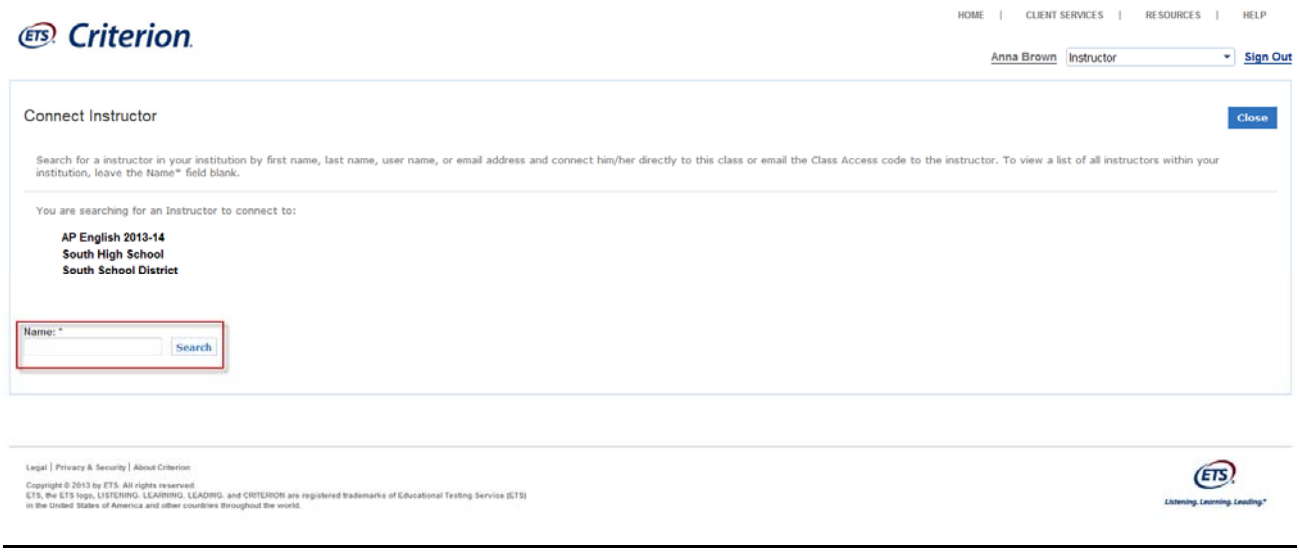
Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
Connect Instructor
Close
Search for a instructor in your institution by first name, last name, user name, or email address and connect him/her directly to this class or email the Class Access code to the instructor. To view a list of all instructors within your institution, leave the Name* field blank.
You are searching for an Instructor to connect to:
AP English 2013-14
South High School
South School District
Name: *
Search
Legal | Privacy & Security | About Criterion
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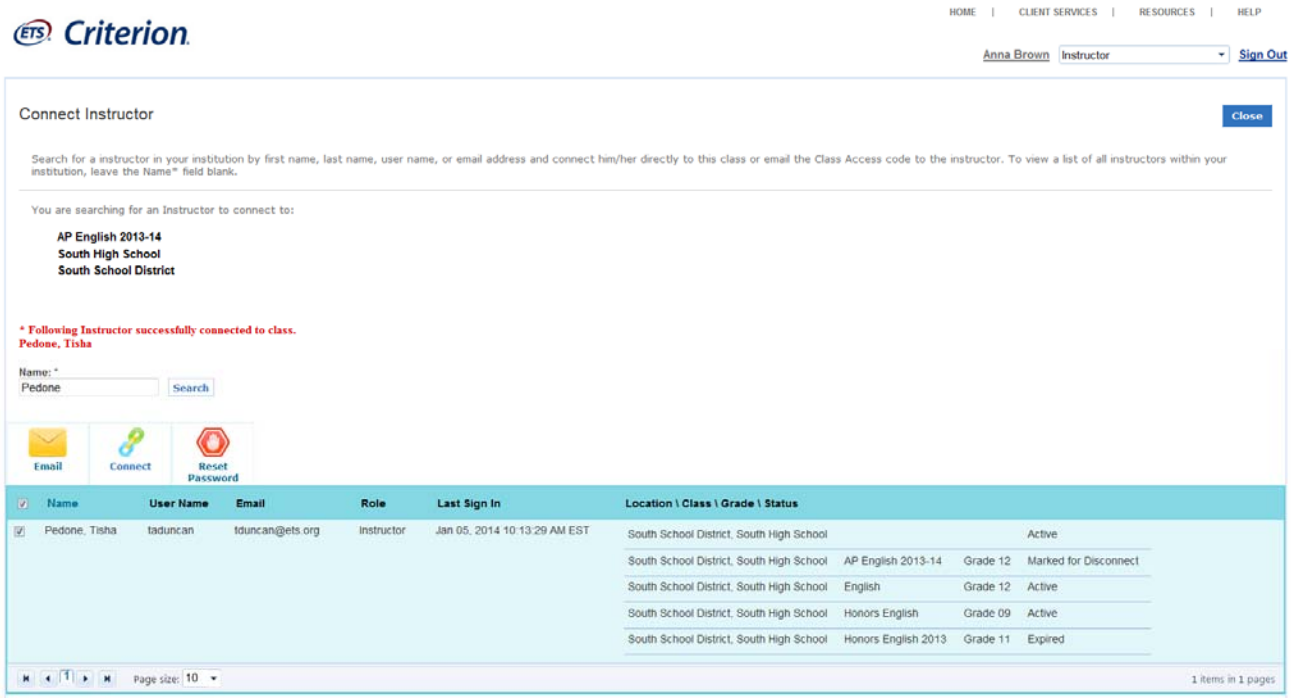
7. Click **<Search>**. A table listing the search results will appear.
8. You can then select the box(es) next to the instructor name(s) to connect them to the class, email the instructor(s) the access information, or reset his/her password (see below).
9. Click **<Connect>** to add the Instructor to the class automatically.


Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
Connect Instructor
Close
Search for a instructor in your institution by first name, last name, user name, or email address and connect him/her directly to this class or email the Class Access code to the instructor. To view a list of all instructors within your institution, leave the Name* field blank.
You are searching for an Instructor to connect to:
AP English 2013-14
South High School
South School District
* Following Instructor successfully connected to class.
Pedone, Tisha
Name: *
Pedone
Search
Email
Connect
Reset Password
Name
User Name
Email
Role
Last Sign In
Location \ Class \ Grade \ Status
Pedone, Tisha
taduncan
tduncan@ets.org
Instructor
Jan 05, 2014 10:13:29 AM EST
South School District, South High School Active
South School District, South High School AP English 2013-14 Grade 12 Marked for Disconnect
South School District, South High School English Grade 12 Active
South School District, South High School Honors English Grade 09 Active
South School District, South High School Honors English 2013 Grade 11 Expired
Page size: 10
1 items in 1 pages

10. Clicking **<Close>** at the top of the screen will return the user to the Instructor ***Home*** page.

3.2.8 Disconnect Instructor

Clicking on the **Disconnect Instructor** icon lets the Instructor disconnect him/herself from a class to which he/she has been assigned.

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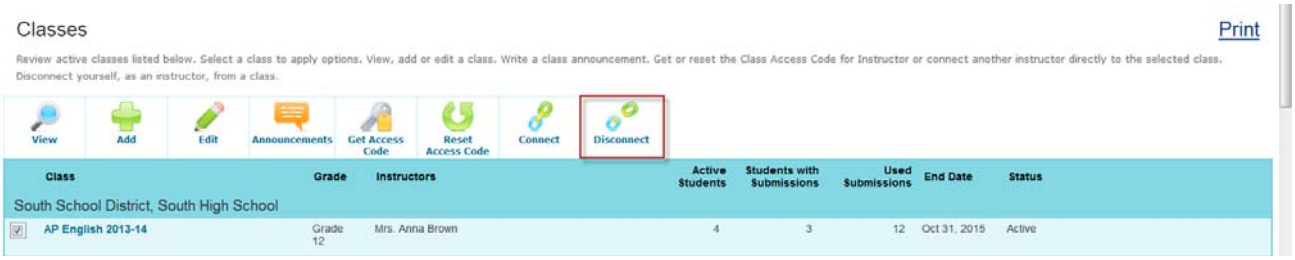
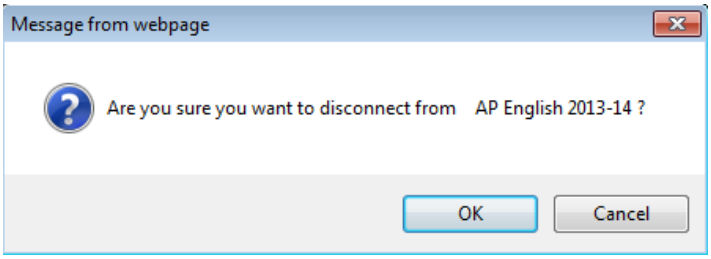
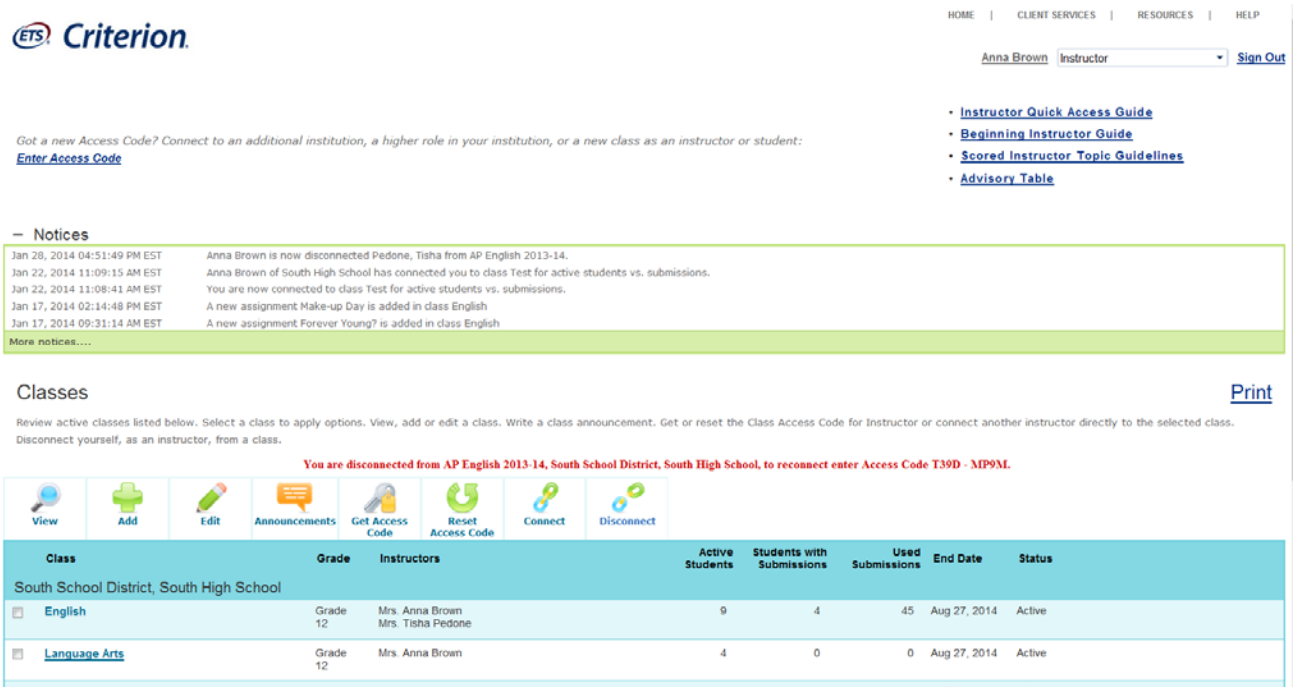


1. From your ***Home*** page, click in the box next to the class from which you wish to disconnect yourself as an Instructor (see above).
2. Click on the **Disconnect** icon.
3. A message box similar to that shown below will appear.



4. Click **<OK>**.
5. A confirmation message will appear, containing the class access information in case the disconnect was not intentional.


Criterion
HOME | CLIENT SERVICES | RESOURCES | HELP
Anna Brown Instructor Sign Out
Instructor Quick Access Guide
Beginning Instructor Guide
Scored Instructor Topic Guidelines
Advisory Table
Got a new Access Code? Connect to an additional institution, a higher role in your institution, or a new class as an instructor or student:
Enter Access Code
Notices
Jan 28, 2014 04:51:49 PM EST Anna Brown is now disconnected Pedone, Tisha from AP English 2013-14.
Jan 22, 2014 11:09:15 AM EST Anna Brown of South High School has connected you to class Test for active students vs. submissions.
Jan 22, 2014 11:08:41 AM EST You are now connected to class Test for active students vs. submissions.
Jan 17, 2014 02:14:48 PM EST A new assignment Make-up Day is added in class English
Jan 17, 2014 09:31:14 AM EST A new assignment Forever Young? is added in class English
More notices....
Classes
Print
Review active classes listed below. Select a class to apply options. View, add or edit a class. Write a class announcement. Get or reset the Class Access Code for Instructor or connect another instructor directly to the selected class.
Disconnect yourself, as an instructor, from a class.
You are disconnected from AP English 2013-14, South School District, South High School, to reconnect enter Access Code T39D - MP9M.
View
Add
Edit
Announcements
Get Access Code
Reset Access Code
Connect
Disconnect
Class
Grade
Instructors
Active Students
Students with Submissions
Used Submissions
End Date
Status
South School District, South High School
English
Grade 12
Mrs. Anna Brown
Mrs. Tisha Pedone
9
4
45
Aug 27, 2014
Active
Language Arts
Grade 12
Mrs. Anna Brown
4
0
0
Aug 27, 2014
Active

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